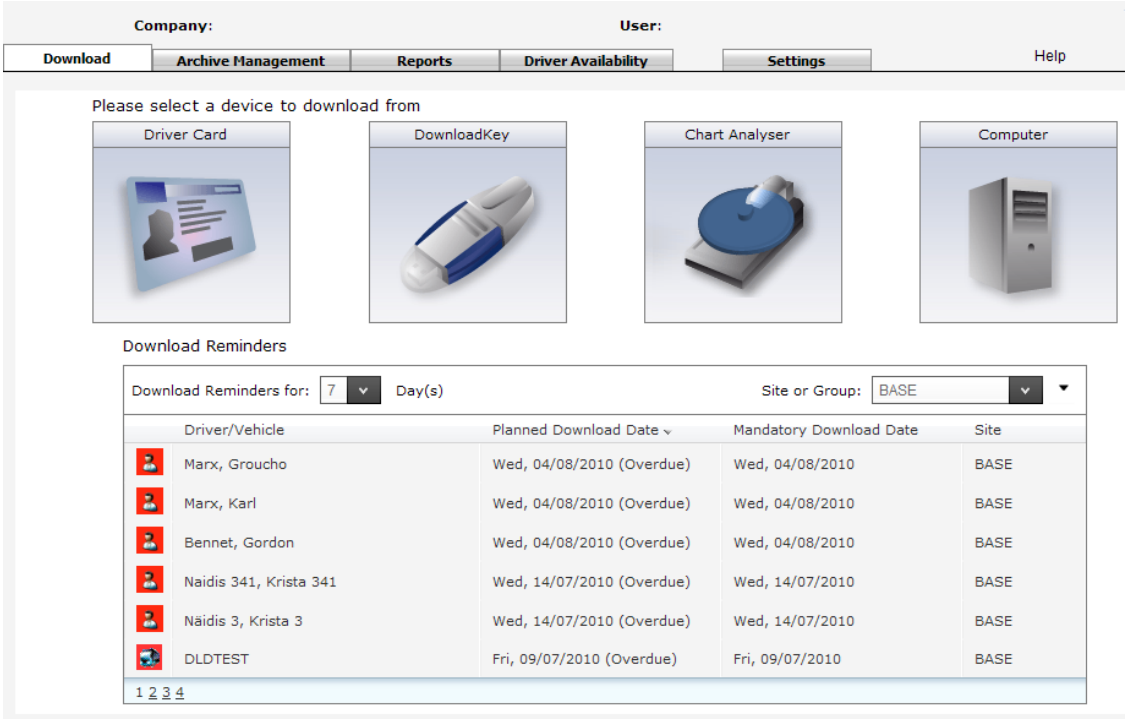
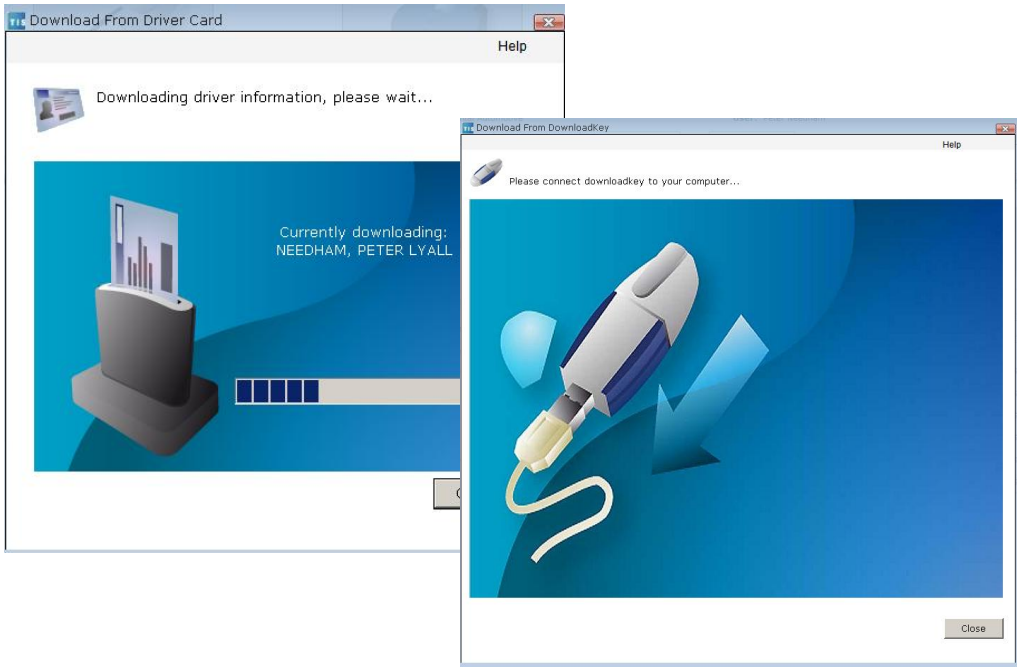
TIS-Web 3.6
Tachograph Data User Manual





First Steps - version 3.6

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Your Account Details

Your TIS-Web account details will be returned via Fax or e-mail after you send in your application form.

The account details will include

1). The Web address to use when accessing your TIS-Web account e.g. www.vdo-tis.co.uk,
2). Your Account id
3). A user id and user password for each of the users listed on your application form.

These details allow us to provide secure access to your TIS-Web account and also allow identification and auditing of activity within your account. If several employees are to have access then each should have an individual user name and password.

TIS-Web is a Web Service for archiving and evaluating digital and analogue tachograph data.
A secure connection (SSL protocol) enables you to :

- Manage your fleet's driver, vehicle and site data and
- Archive the data stored on the driver card and the data recorded by the digital tachograph and
- Evaluate the data stored on the driver card and the data recorded by digital and analogue tachographs.

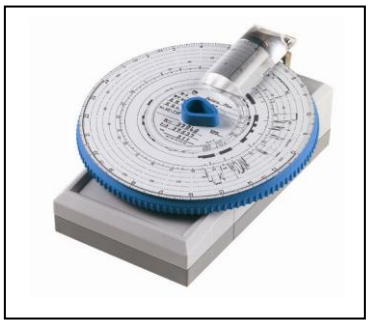
In order to ensure that this Web Service is always up-to-date and working perfectly:

- just a few frequently required program components are installed on the Client computer ("C:\VKISClnt" folder),
- each time you log on to TIS-Web these program components are checked and if necessary updated, i.e Help files for instance,
- and data older than required for your contract terms and conditions are deleted from your Web account.

To process tachograph data successfully you will also require a Card Reader, Mass Memory download device and, where necessary, an analogue chart reading device. This manual documents the use of the following:

- The VDO Card Reader for reading both Driver and Company cards
- The VDO DownloadKey, DownloadKey II, TIS-Compact or TIS-Compact II for downloading mass memory data
- The VDO Compact Chart reader for capturing analogue data

Devices from other manufacturers may also be compatible, please check with our help desk if you are unsure.

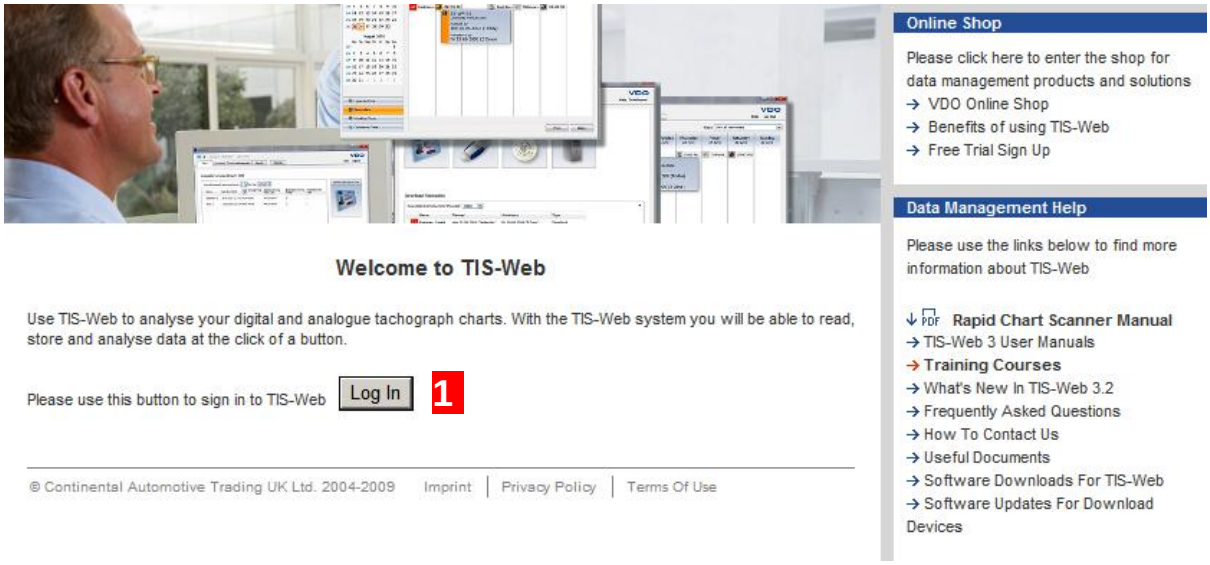


Logging in to your TIS-Web account

Enter the web address given to you into your internet browser and open the TIS-Web portal page. On this page you will find

- Help Guides
- Tachograph Information
- Information about the latest Terms and Conditions
- An on-line shop where you may buy tachograph consumables and spare parts

To access your account click on the **Log In button** 1


Online Shop
Please click here to enter the shop for data management products and solutions
→ VDO Online Shop
→ Benefits of using TIS-Web
→ Free Trial Sign Up
Data Management Help
Please use the links below to find more information about TIS-Web
Rapid Chart Scanner Manual
→ TIS-Web 3 User Manuals
→ Training Courses
→ What's New In TIS-Web 3.2
→ Frequently Asked Questions
→ How To Contact Us
→ Useful Documents
→ Software Downloads For TIS-Web
→ Software Updates For Download Devices
Welcome to TIS-Web
Use TIS-Web to analyse your digital and analogue tachograph charts. With the TIS-Web system you will be able to read, store and analyse data at the click of a button.
Please use this button to sign in to TIS-Web
Log In
1
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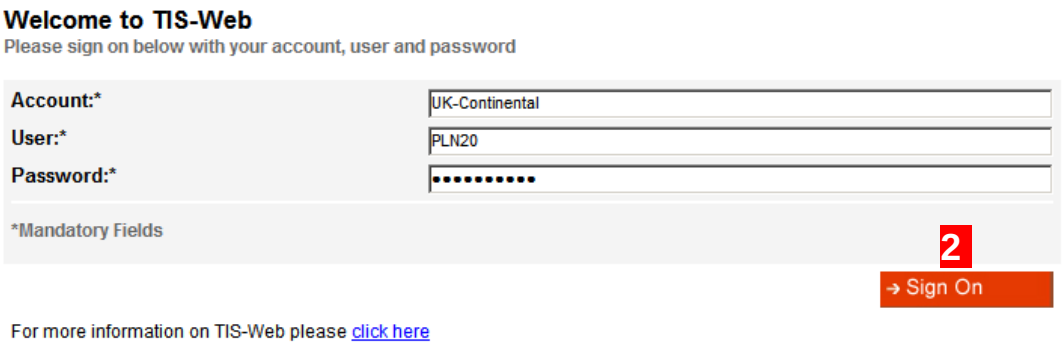
When the account login page is presented enter your **Account id, User name and password** and click **[Sign On]** 2 **:** Should the service report that the user is already logged on you may force a new login by ticking the force login box and re-entering your password again.

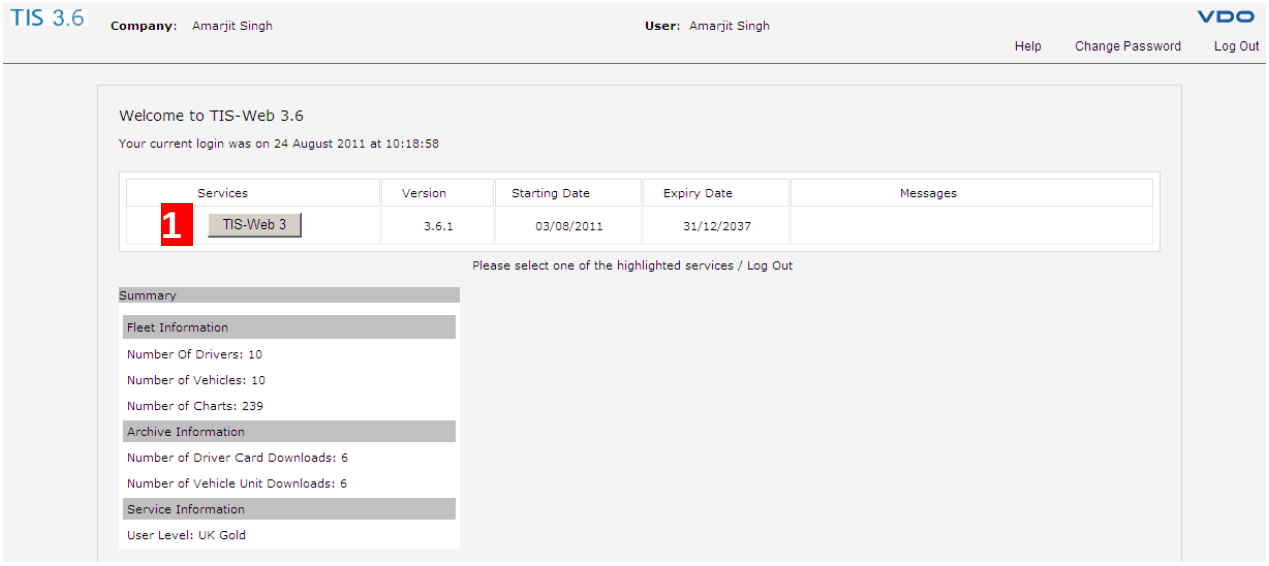
NOTE : Login details are NOT case sensitive; you may use lower or upper case characters.



Downloading Software

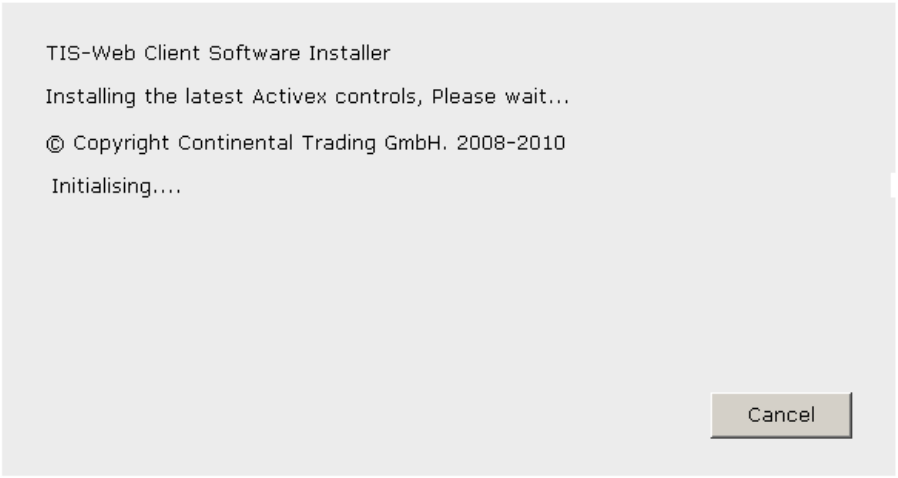
When logged in, the first page shown will be the Switchboard page. You can use this page to switch between other VDO services. The page displays the number of Drivers, Vehicles and Charts in your account and the version of software you are using.

To access TIS-Web click the **[TIS Web 3]** 1 button



If signing in for the first time on a particular computer or signing in after the TIS-Web service has been updated the system will automatically try and load the latest version of the software. The service will indicate the progress of updating and downloading the software, normally this will take a few minutes at most.

NOTE : Should you experience difficulties downloading the software please refer to the FAQ section on the web sites main page. Most problems with downloading are caused by Internet Browser settings or user privileges.

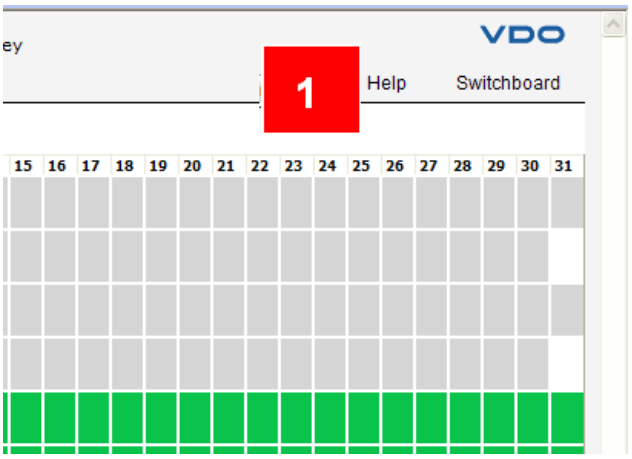


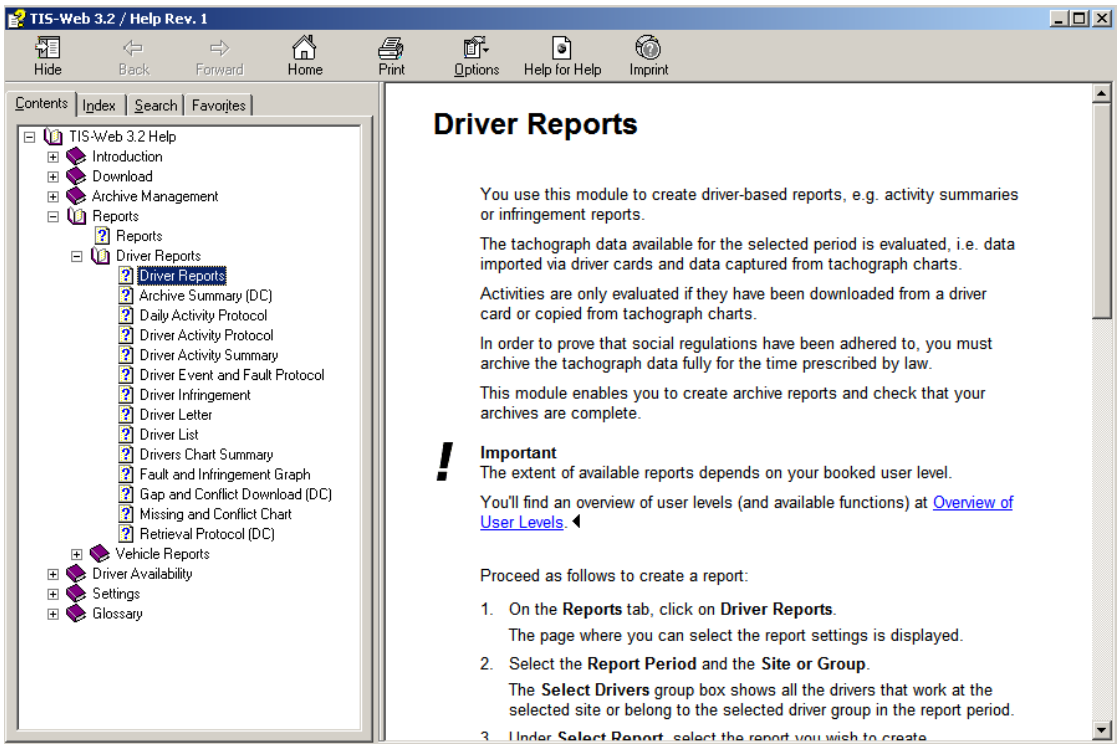
Getting Help

TIS-Web offers a context-sensitive Help for almost all editable pages. If there is no help topic available for an editing window, the first page of the Help will be displayed. From the help systems first page you can

- Use the links to switch to a related topic, e.g. Download.
- Switch to the Contents tab.
  On the Contents page you can select and display any topic.
- Switch to the Index tab.
  Enter a term to search the index, select and display a topic.
- Switch to the Search tab.
  Enter any keyword to search the Help, select and display a topic.

Context-sensitive help can be accessed from most pages by clicking the **Help** 1 link at the top of most pages.




TIS-Web 3.2 / Help Rev. 1
Hide
Back
Forward
Home
Print
Options
Help for Help
Imprint
Contents
Index
Search
Favorites
TIS-Web 3.2 Help
Introduction
Download
Archive Management
Reports
Reports
Driver Reports
Driver Reports
Archive Summary (DC)
Daily Activity Protocol
Driver Activity Protocol
Driver Activity Summary
Driver Event and Fault Protocol
Driver Infringement
Driver Letter
Driver List
Drivers Chart Summary
Fault and Infringement Graph
Gap and Conflict Download (DC)
Missing and Conflict Chart
Retrieval Protocol (DC)
Vehicle Reports
Driver Availability
Settings
Glossary
Driver Reports
You use this module to create driver-based reports, e.g. activity summaries or infringement reports.
The tachograph data available for the selected period is evaluated, i.e. data imported via driver cards and data captured from tachograph charts.
Activities are only evaluated if they have been downloaded from a driver card or copied from tachograph charts.
In order to prove that social regulations have been adhered to, you must archive the tachograph data fully for the time prescribed by law.
This module enables you to create archive reports and check that your archives are complete.
Important
The extent of available reports depends on your booked user level.
You'll find an overview of user levels (and available functions) at Overview of User Levels.
Proceed as follows to create a report:
1. On the Reports tab, click on Driver Reports.
The page where you can select the report settings is displayed.
2. Select the Report Period and the Site or Group.
The Select Drivers group box shows all the drivers that work at the selected site or belong to the selected driver group in the report period.

5. Getting Around

Basically, the same rules apply for using TIS-Web as for other PC programs:

- You use the mouse to navigate through the pages and editing areas.
  On the pages and in the dialogue boxes you can also use the TAB key to access the boxes and buttons.

- You must confirm the messages for successfully completed functions or for errors (normally by clicking on **[OK]**).

- Data displayed is write-protected. To edit any data you click on a button to open an editing area or make the boxes available.

- You must save all entries and modifications (normally by clicking on **[Save]**). When you exit an editing window you may be asked whether the changes are to be saved.

- Click on the column heading in tables to sort the contents in ascending or descending order. You can make the columns in tables wider or narrower.

- Option buttons, check boxes, spin boxes and list boxes are used to select specific functions, options or filters. You use the keyboard to fill in text boxes.
  Text boxes marked with an asterisk (*) are compulsory boxes and must be filled in.

The following rules also apply to TIS-Web:

- Move the mouse pointer over a button to display the button's information (Tool Tip).
  Formats for displaying the date and time are controlled by the operating system. Date entries are made via a calendar. Open the calendar by clicking on the calendar icon and select a date:

  - Click in the title line of the calendar to specify month and year.

  - Or you can use the arrow buttons to change the displayed month. Click on the double arrow to take the years backwards or forwards.

  - Then choose an exact day.

- If you have to interrupt your work for any reason, TIS-Web will log you off after approx. 15 to 20 minutes for security reasons - when you wish to work with the program again, you'll have to log on again.

6. Setting up and maintaining your Fleet data

The data of the driver and vehicle files you transfer to the TIS-Web Server is automatically added to your company records when processing digital tachograph data. You can set up a list of any sites or groups you intend to use before tachograph data is added.

If processing analogue charts new drivers and vehicles will need to be added manually. This can be done either as analogue charts are added or beforehand by using the company data maintenance pages.

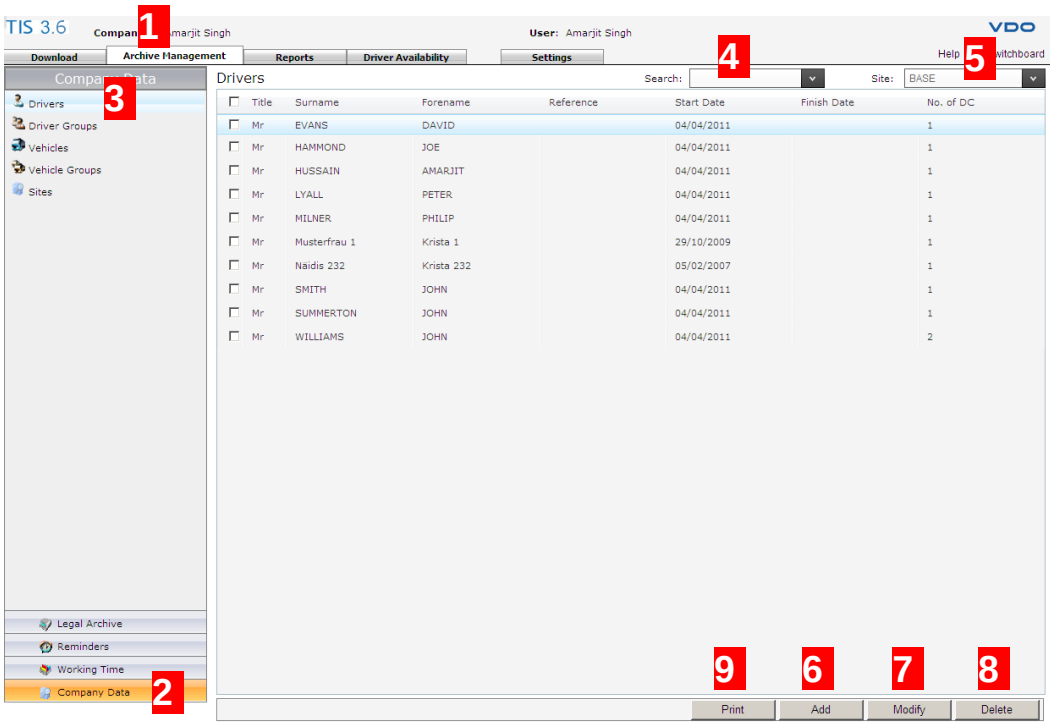
6.1 Adding and maintaining Drivers

Drivers will normally be added automatically as new Driver Cards are downloaded. However if your drivers do not yet have driver cards or you only process analogue data you can also manually create drivers.

Important
Note that where a driver has been assigned several cards, only one driver card can be used at any one time.

Proceed as follows to view the drivers of a particular site:

On the **Archive Management** 1 tab, click on **Company Data** 2 > **Drivers** 3
The list of drivers for the selected site is displayed.



Enter a Drivers Name in the search box 4 to quickly load a drivers details

Select a different **Site** 5 if necessary.
The list is updated.

Click on **[Add]** 6 to create a new driver manually Or

Select a driver and click **[Modify]** 7 to change the selected drivers details Or

Click **[Delete]** 8 to remove the selected driver

The **[Print]** 9 Button allows you to generate a printed list of all drivers

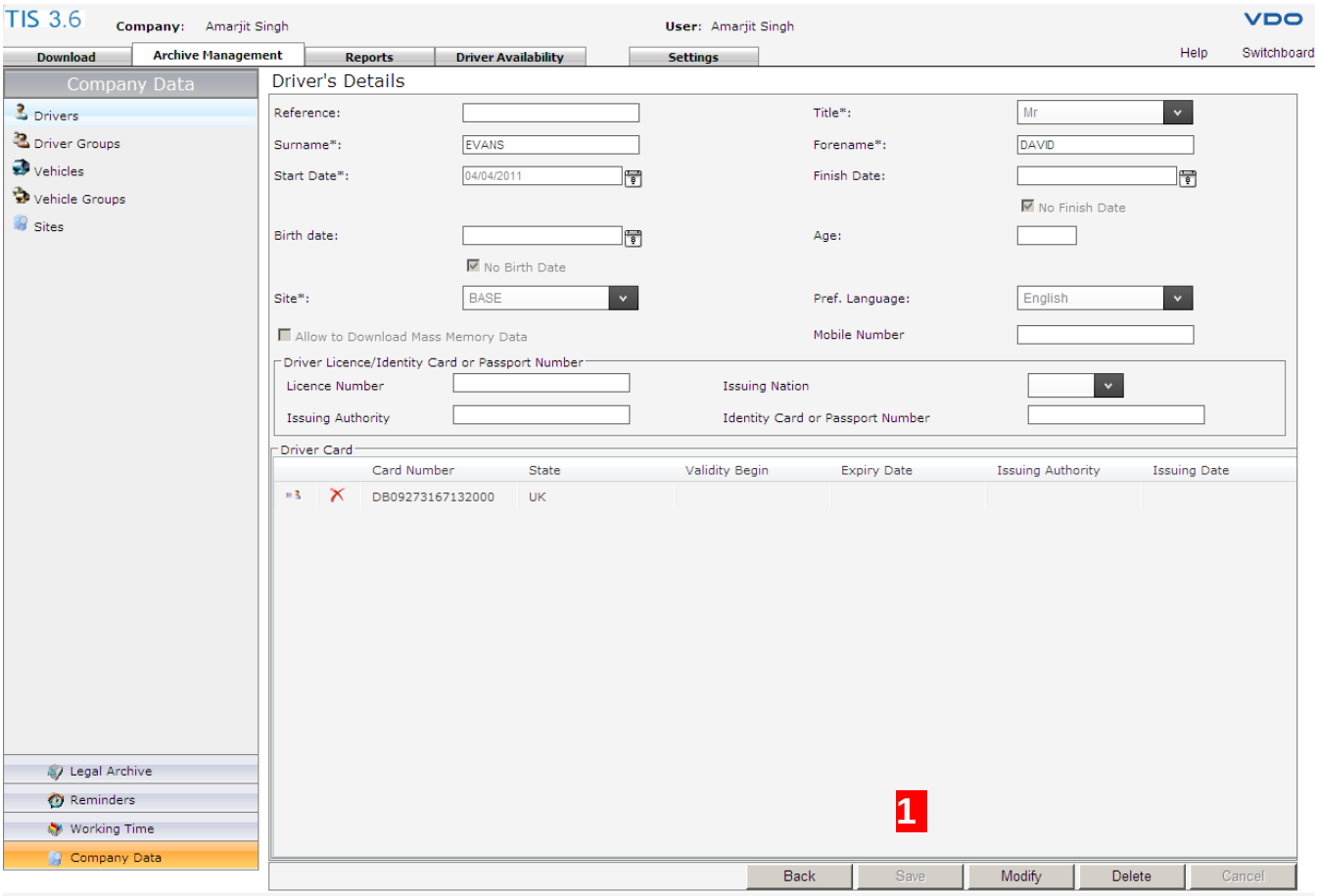
Tip !
A driver may only be deleted if there are no archived downloads for that driver. To remove the archived downloads you must use the **Archive Management > Legal Archive > Drivers** archive retrieval function and recover and delete the archives.

Deleting a driver will automatically delete all charts and daily event activities for that driver.

The page for entering the driver details opens.

Enter the data box by box (lists and text boxes). An explanation of each box can be found below.
Text boxes marked with an * (asterisk) must be completed.

To ensure that the Drivers Card can be matched to the Driver name in the account please ensure the Drivers name matches exactly the details on the driver card. The driver name and reference numbers must be unique.



Tachograph data for a driver will only be saved for periods between the driver's start date and leaving date. Therefore you must adjust the default date to match the driver's actual starting date. You may not enter a starting date in the future.

Once you have completed the driver details click on **[Save]** 1 then confirm the message telling you that the data has been saved to the TIS-Web database with **[OK]**.

You can modify or add to the saved driver details at a later date by returning to this page.

Important
Driver cards cannot be added manually. A driver card can only be added through the downloading of a driver card file. Cards can be re-assigned to an existing driver should the automatic assignment create a new driver where one is not required, eg. It was not possible to create a driver where names matched that on the card, possibly because several drivers with the same name work at the same site.

If you choose to add the driver manually before reading their card, you must ensure the names entered on the system match exactly the names used on the drivers' card. If the name of the driver in the database is different to the name on the driver card the service will assume the driver is a new driver and will create them again, leaving two drivers on the service with almost identical names.

Reference	Internal company number, e.g. employee number. If no reference is entered, this box will remain blank - the reference is not displayed and does not appear in dialogue boxes and reports.
Title Mandatory	Driver's title.
Surname Mandatory	Driver's surname.
Forename Mandatory	Driver's first name.
Start Date Mandatory	Date the driver started working for the company. To be selected by clicking on the Calendar button. The date format corresponds to the operating system settings. All tachograph data from before this date will not be included.
Finish Date Mandatory	Date the driver left the company. The leaving date can only be entered if the No Finish Date check box is not selected. To be selected by clicking on the Calendar button. All tachograph data after this date will not be included.
No Finish Date	Indicates whether or not the leaving date should be entered. If the check box is selected, the leaving date cannot be entered.
Birth date	Driver's date of birth. The driver's date of birth can only be entered if the No Birth Date check box is not selected.
No Birth Date	Indicates whether or not the date of birth should be entered. If this check box is selected, no date of birth can be entered.
Age	Driver's age. TIS-Web automatically calculates the driver's age based on the birth date. If no birth date is entered, no age will be shown.
Site Mandatory	Site to which the driver is assigned. Each driver can only ever be assigned to one site.
Preferred Language	Preferred language for communicating with the driver.

6.2 Adding and maintaining Vehicles

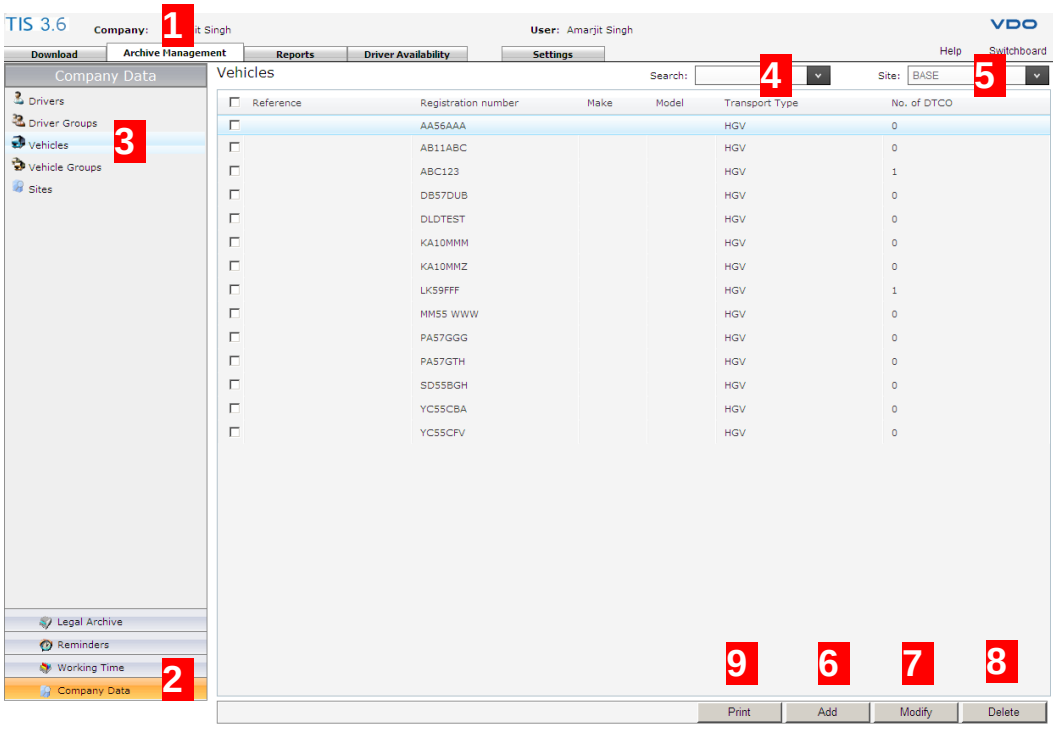
To save tachograph data, every vehicle must have been created in the company data. New vehicles with digital tachographs should be automatically created during the import of vehicle data. If you create vehicles this way, you will make sure that the vehicle registration number is stored in exactly the same way as it was programmed in the digital tachograph.

Where a vehicle is equipped with an analogue tachograph, you can manually create new vehicles using this function.

Important
When downloading data from the vehicle unit (VU), the vehicle is identified based on the vehicle registration number. TIS-Web cannot assign the file correctly if the vehicle registration number stored in TIS-Web does not match the number included in the download file.
We recommend creating the vehicle automatically when downloading and importing data from the digital tachograph; To enable automatic addition of new vehicles please go to **Settings > Working Time**
For automatic vehicle assignment to work, the Technical Data block must be included in the download file. Make sure that this data block is downloaded from the digital tachograph (together with Overview, Activities and Events and Faults data blocks); also see the Downloadkey documentation.
In addition, the Technical Data Block check box must be selected in **Settings** > **Legal Archive**

Proceed as follows to create a vehicle manually:

On the **Archive Management** 1 tab, click on **Company Data** 2 > **Vehicles** 3
The list of vehicles for the selected site is displayed.



Enter the Vehicle Registration number in the search box 4 to quickly locate a vehicles details.

Select a different **Site** 5 if necessary.

The list of vehicles is updated.

Click on **[Add]** 6 .to create a new vehicle manually Or

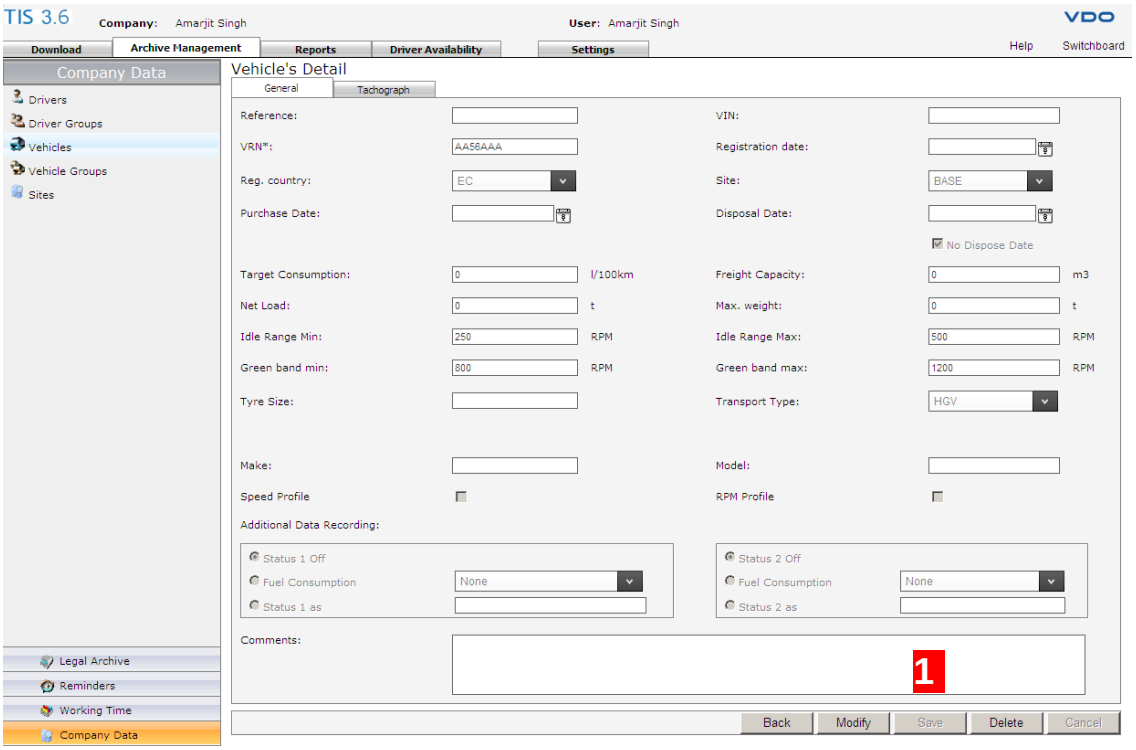
Select a vehicle and click **[Modify]** 7 to change the selected vehicles details Or

Select a vehicle and click **[Delete]** 8 to remove the selected vehicle

To print a list of all vehicles in the selected site click **[Print].** 9

Tip !
A vehicle may only be deleted if there are no archived downloads for that vehicle. To remove the archived downloads you must use the **Archive Management > Legal Archive > Vehicles** archive retrieval function and recover and delete the archives.
Deleting a vehicle will not delete its charts. The vehicle ID on a chart will be replaced by “Unknown Vehicle”

The page for entering the vehicle details opens.



Enter the data in each box (list and text boxes). An explanation for each box is shown below.
Please note that the VRN text box must be completed.

Important
Make absolutely sure that the correct purchase and disposal dates have been entered because all tachograph data applying before or after the corresponding date will not be included when managing and evaluating data.

Click on **[Save]** 1 and then confirm the message telling you that the data has been saved to the TIS-Web database with **[OK]**.

Reference	Internal company reference. If no reference is entered, this box will remain blank - the reference is not displayed and does not appear in dialogue boxes and reports. The reference may include figures and/or letters but must be unique
VIN	Vehicle Identification Number (VIN).
VRN	Vehicle's official registration number. The registration number must be written down in exactly the same way as it has been entered in the digital tachograph. If they differ the vehicle cannot be identified when importing data from the digital tachograph.
Registration date	Date on which the vehicle was registered. To be entered via the Calendar button.
Vehicle Registration Nation	Country in which the vehicle was registered. If the vehicle was registered in France or Spain, you should make sure that the file format is displayed when downloading tachograph data from the digital tachograph
Site	Site to which the vehicle is assigned. A vehicle can only ever be assigned to one site.
Purchase Date	Date on which the vehicle was purchased. All tachograph data from before this date will not be included. To be entered via the Calendar button.

Disposal Date	Date on which the vehicle was sold. All tachograph data after this date will not be included. To be entered via the Calendar button.
No Dispose Date	If this check box is selected, the sale date cannot be entered. It will not be displayed and does not appear in dialogue boxes and reports.
Target Consumption	Target consumption as specified by the manufacturer. The measuring unit is litres per 100 km. Values between 0 and 99.99 litres per 100 km can be entered. The default setting is 0.
Freight Capacity	Maximum load capacity. Values between 0 and 999 m^3 can be entered. The default setting is 0.
Net Load	Net load capacity. Values between 0 and 999.9 t can be entered. The default setting is 0.
Max. weight	Maximum weight (permissible gross weight in tonnes). Values between 0 and 999.9 t can be entered. The default setting is 0.
Idle Range Min Idle Range Max	Upper and lower idle range limits in rev/min. Setting for the minimum rpm as specified by the manufacturer. The default settings are 250 rpm and 500 rpm. This value is used to determine the rpm value above which an event is displayed.
Green Band min Green Band max	Upper and lower green band limits in rev/min. Sets the minimum and maximum rpm as specified by the manufacturer. The default settings are 800 rpm and 1200 rpm. This value is used to determine the rpm value above which an event is displayed.
Tyre Size	Size of the tyres fitted to the vehicle.
Transport Type	The type of transport assigned to the vehicle. Based on the assigned Transport type, the legal regulations governing rest and driving times are checked to ensure they have been observed; e.g. PCV (passenger) transport type.
Make	The vehicle manufacturer.
Model	Exact vehicle model.
Speed Profile	Indicates whether or not speed profile data is to be imported from the VDO-specific file or not.This data can only be imported if : • it was transferred from the digital tachograph to the Downloadkey; see the Downloadkey documentation. • the vehicle's VDO-specific files were transferred to the TIS-Web Server.
RPM Profile	Indicates whether or not rpm profile data is to be imported from the VDO-specific file or not. This data can only be imported if : • it was transferred from the digital tachograph to the Downloadkey; see the Downloadkey documentation. • the vehicle's VDO-specific files were transferred to the TIS-Web Server.

6.3 Adding and maintaining Sites

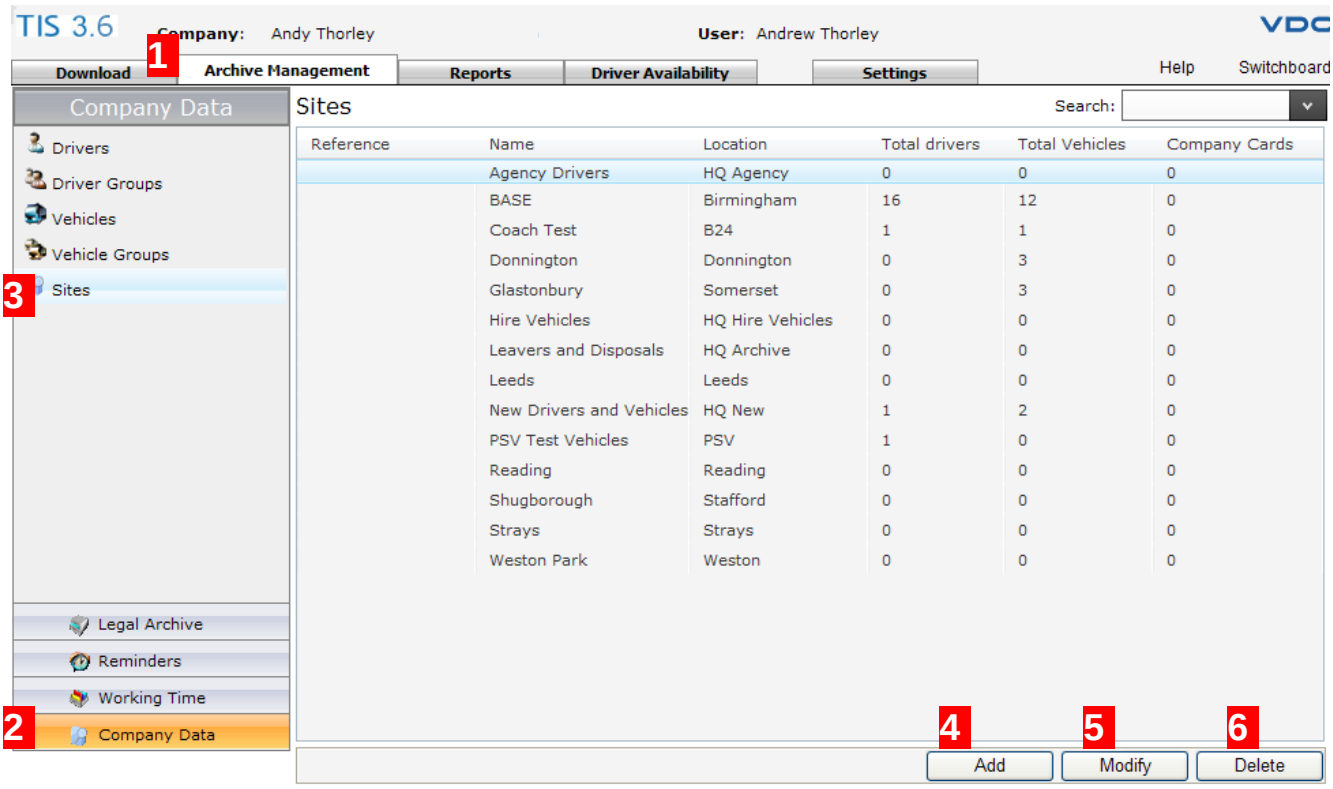
Additional sites can only be added if your account has been set up for multi-depot use. If using a single depot account you can still change the details of the default depot that was created when the account was setup.

Proceed as follows to add or change a site:

On the **Archive Management** 1 tab, click on **Company Data** 2 > **Sites** 3.
The list of sites is displayed.

Click on **[Add]** 4. Or

Select a Site and click on **[Modify]** 5 in order to amend or supplement a site's data or click **Delete** 6 if you need to remove a site.



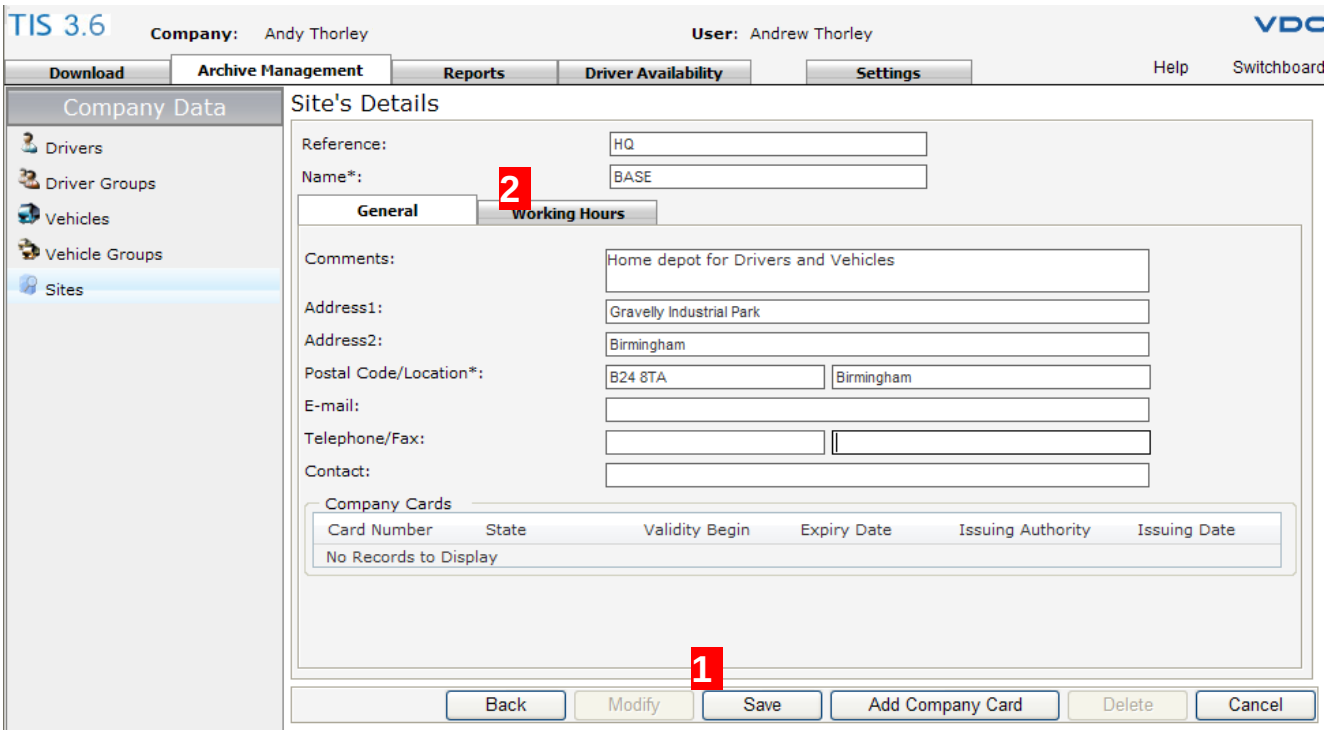
Tip !
You cannot delete a site if it contains Drivers or Vehicles. To delete a site you must first remove all drivers and vehicles.

Note that you can use sites for many purposes. A site does not have to be used to represent a depot or geographical location. A site can also be set up for administration purposes such as segregating different classes of vehicle or driver or adding a location to store details of Agency drivers or Hire vehicles for example.

The page for entering the site details opens on the General Tab.

Enter the required data in each box (list and text boxes).
All text boxes marked with an * (asterisk) must be completed:

Reference	Internal company reference. If no reference is entered, this box will remain blank - the reference is not displayed and does not appear in dialogue boxes and reports. The reference may include figures and/or letters.
Name	Name of the site.
Location	Indicates where the site is located, e.g. Birmingham.

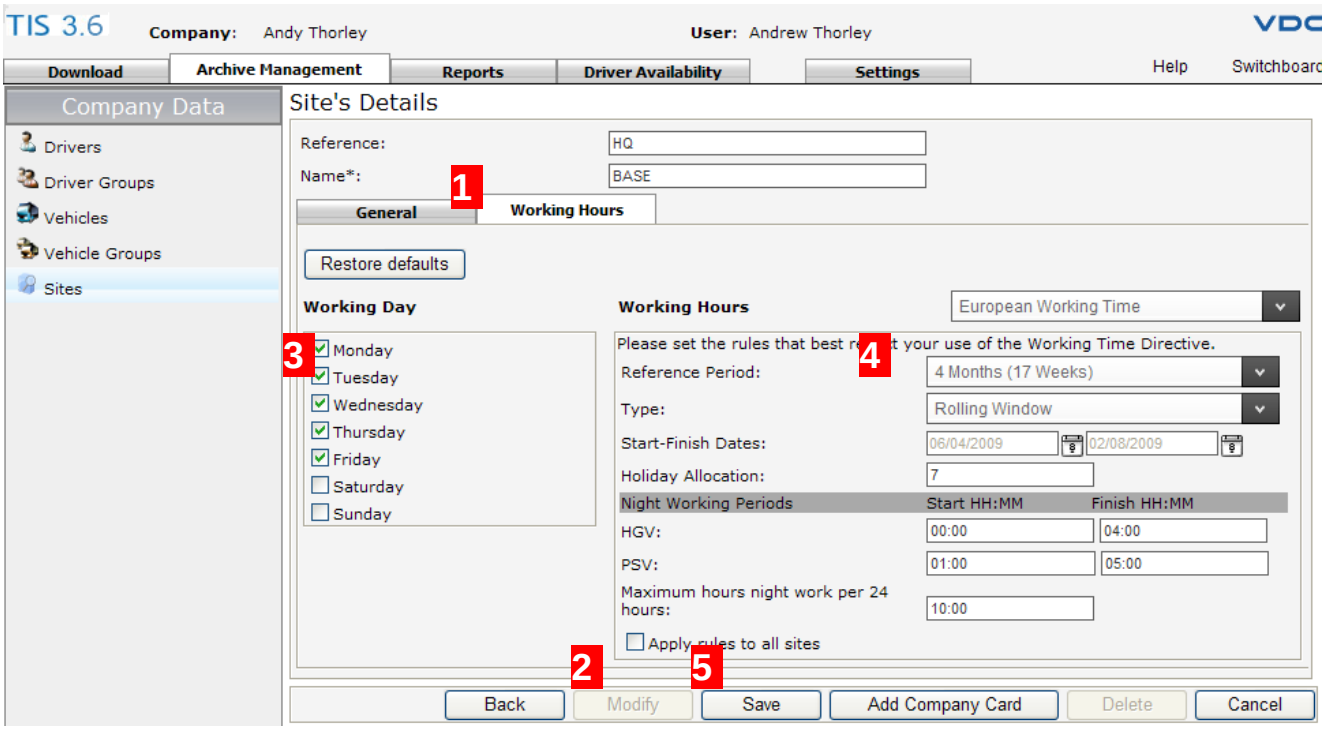


Click on **[Save]** 1 and confirm the message telling you that the data has been saved to the TIS-Web database with **[OK]**

Once the site has been added, the **Working Hours** 2 tab can be used to set up details about the sites normal days of operation and the rules used at that site for monitoring Working Time Directive regulations.

On the **Working Hours** 1 tab, you can edit the week days that are considered working days and the working hours - per site or for all sites.

Click the **[Modify]** 2 button to enable editing.



Check **(tick)** 3 the days in the week which are considered working days for the selected site. Days marked as non-working will be shown on the Working Time display. If a day is marked as non-working data, may still be entered for that day.

Now enter the settings that best reflect the rules you use to monitor the Working Time Directive. 4

Click **[save]** 5 when all settings have been completed

Reference Period (list box)	Selects the period for which a driver's average working time is to be calculated. The default setting is four months (18 weeks).
Type (list box)	Select either Fixed period or Rolling window.
Start - Finish Dates (date box)	Used to select the start and end date of the fixed period for which average working time is to be calculated. A calendar is displayed from which you can select the date. The selected dates are compared with the set reference period and corrected automatically if necessary. The date text boxes are only available if Fixed Period has been selected.

Holiday Allocation	The number of holidays will be taken into account when calculating average working time. By default, seven days are set for the 4 month reference period and ten days for the 6 month reference period.
HGV (Mandatory)	Start and end of the period legally defined as night work when transporting goods. The default settings are as per the regulations and for goods transport are 00:00 (start) and 04:00 (finish).
PSV (Mandatory)	Start and end of the period legally defined as night work when transporting people. The default settings are as per the regulations and for passenger transport are 01:00 (start) and 05:00 (finish).
Maximum hours night work per 24 hours	Indicates the maximum night work period in hours before an infringement is reported. This setting is site-related and used to compare a driver's actual night work period with the maximum permitted period. The default setting is 10 hours; values between 01:00 hour and 24:00 hours can be selected.
Apply rules to all sites	Indicates whether the working hours rules are to apply to the current site only or to all sites; selected by default (Option only available if more than one site exists).

7. Downloading and evaluating data

If you wish to evaluate or archive driver or vehicle data, you must transfer it to the TIS-Web Server: During the first step, the data is transferred to the TIS-Web Server:

Data from driver cards is read using a chip card reader.

The names of driver files always begin with the letter C,
e.g. "C_20080101_1234_Driver NameDF00000003321123.DDD".
All activity data is read from these files.

Digital tachograph mass memory data (Vehicle Unit) can be copied from a Downloadkey.

The names of the files from the digital tachograph mass memory data etc. begin with the letter M,
e.g. "M_20080101_0123_ABC AA 111_WDB9876543L090957.DDD".

The names of the files with the VDO specific data, begin with the letter S,
e.g. "S_20080101_0123_ABC AA 111_WDB9876543L090957.DDD".

Data from analogue tachograph charts can be read manually or by using the chart analyser.

Driver and vehicle files already on your computer, perhaps sent to you via e-mail, CD or memory stick can be transferred directly to the TIS-Web Server.

Driver card files (C files) can also be transferred with the Downloadkey. However, both the Company Card and the Driver Card must be inserted in the digital tachograph during download and the Downloadkey must be correspondingly configured. More information about this can be found in the Downloadkey Operating instructions. Please note that Driver Card data can also be downloaded using the Downloadkey and Mobile Card Reader.

The downloaded data is displayed in the Calendar views of Archive Management.
In the second step, this data is checked for a valid signature before archiving takes place and correspondingly colour-highlighted in the Calendar view.

Before data is evaluated, it is also checked for possible overlapping with activities that are already stored in the database. Most overlaps are resolved automatically but where this is not possible the service will identify where un-resolved overlaps have occurred and let the operator choose how to solve them.

Important
You can click on **Settings** > **General** or **Settings** > **Legal Archive** to edit the default download settings.

The data of the driver and vehicle files you transfer to the TIS-Web Server is automatically added to your company data.

You can click on **Settings** > **Working Time** to specify how data about unknown vehicles and drivers found in downloaded files is handled. By default unknown drivers and vehicles are automatically added to your database unless you chose not to.

8. Downloading Data

8.1 Downloading a Driver Card

Condition
A chip card reader must be connected to the computer and the appropriate software drivers must be installed.

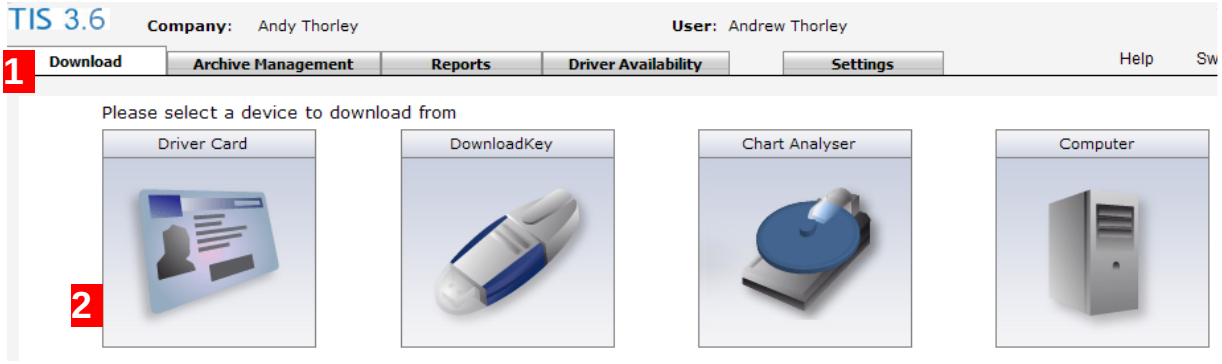
The date the driver started working for the company must be entered correctly so that the associated driver card data can be imported and evaluated. Data recorded before the Drivers start date will not be downloaded.

Important
Do not remove the driver card while the data is being downloaded. This could corrupt the data and even damage the driver card.

Driver card data must be downloaded at least once every 28 days under UK regulations (21 days for Ireland). However, other national regulations may provide for different download intervals.

Proceed as follows to download driver card data:

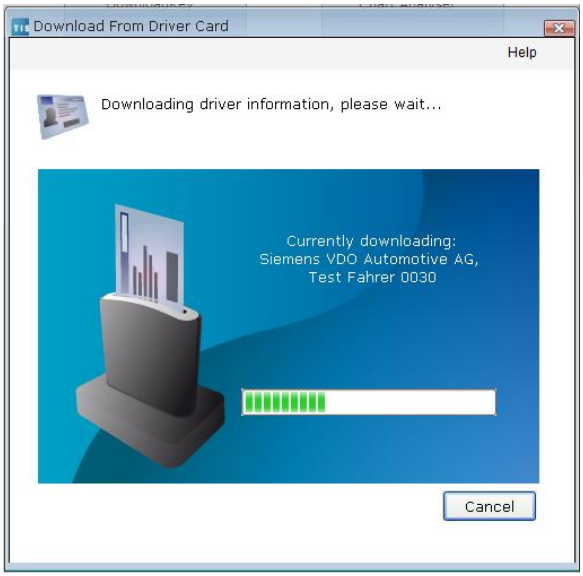
On the **Download tab** 1, click on **[Driver Card]** 2.



The Driver Card download dialogue box opens.

Insert the driver card into the chip card reader.

The download will start automatically - progress is shown by a progress bar.



Remove the card when you are prompted to do so. Depending on the amount of data, the download procedure may take some time.

You may now check the imported data by clicking on **Archive Management** > **Legal Archive**.

Important
When a driver card is downloaded for the first time, it will be assigned to a driver in the company records that has a name matching that on the driver card.

If the driver is not yet in the company data, they will be created automatically when the driver card is downloaded.

8.2 Downloading a Vehicle Unit

Important
Before downloading the data for the very first time, you may click on **Settings** > **Legal Archive** to specify which data blocks are required for archiving. By default the account is set to archive all data blocks.

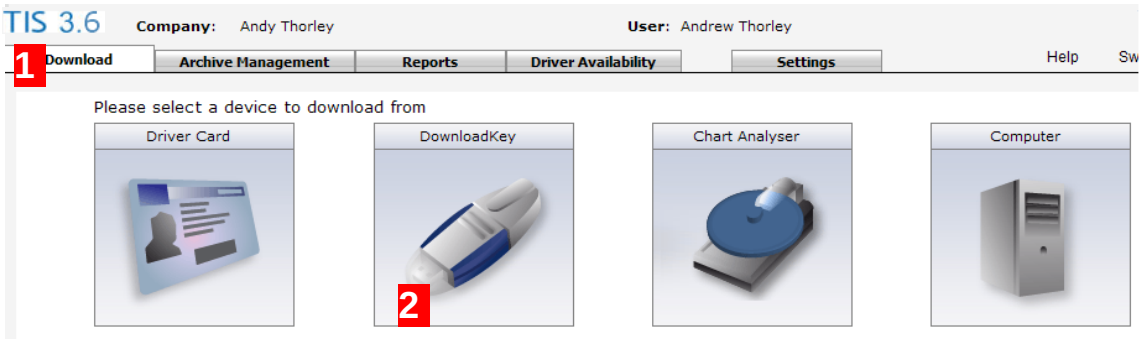
Conditions
On the computer, removable media must be authorised for connection to a USB port and the user who is logged on must have the right to access the USB interface or removable media.
A Downloadkey (DLK) must be connected to the computer.
If access to the Downloadkey is password-protected, the password must be entered beforehand to enable TIS-Web to access the Downloadkey. See the Downloadkey documentation on the product CD for more information on starting the password tool and entering passwords.
The date on which the driver started working for the company must be entered correctly so that the associated driver card data can be imported and evaluated.
The date the vehicle was purchased must be entered correctly so that the associated mass memory data can be imported and evaluated.

Important
The vehicle unit data must be downloaded at least once every 56 Days under UK regulations (3 months for Ireland). However, other national regulations may provide for different download intervals.

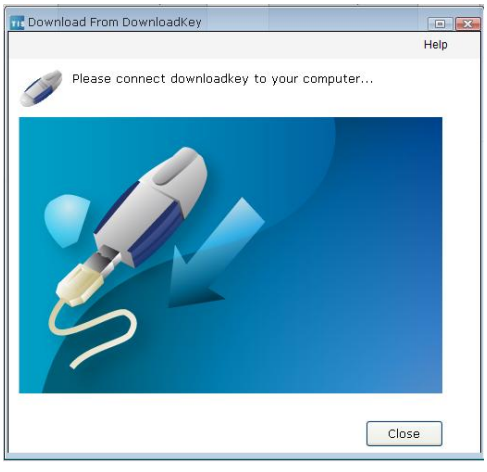
The following three file types are transferred with the Downloadkey:

- Driver card file from the digital tachograph (ID = **C**_)
- Mass memory file from the vehicle unit (ID = **M**_)
- VDO-specific file (ID = **S**_) - cannot be archived.

Proceed as follows to transfer vehicle unit and driver card files which are saved on a Downloadkey:
On the **Download tab** 1, click on **[Downloadkey].** 2



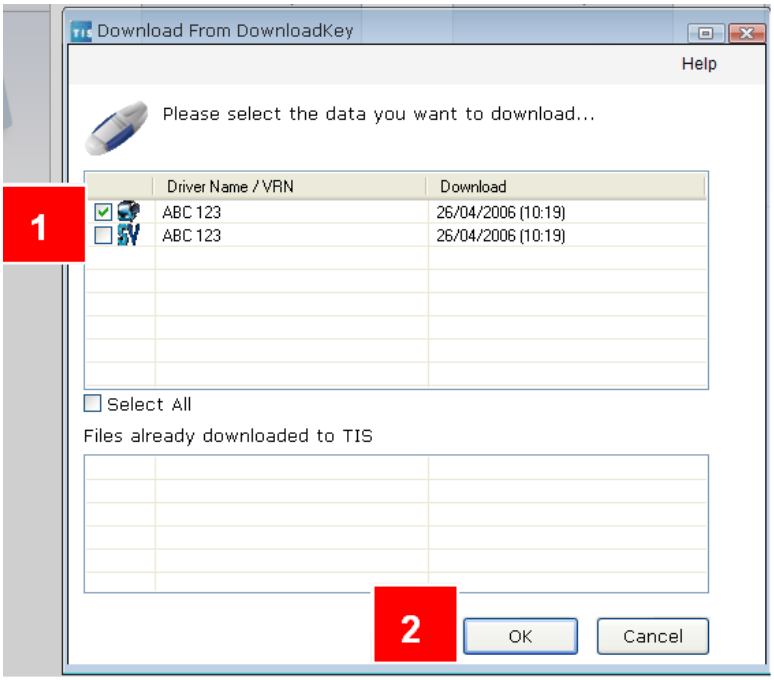
The program will now search for a Downloadkey which is connected to the computer.



If you haven't done so already, connect a Downloadkey.

If several Downloadkeys are found on the computer, remove the surplus ones.

The program will list the files that are currently on the DownloadKey

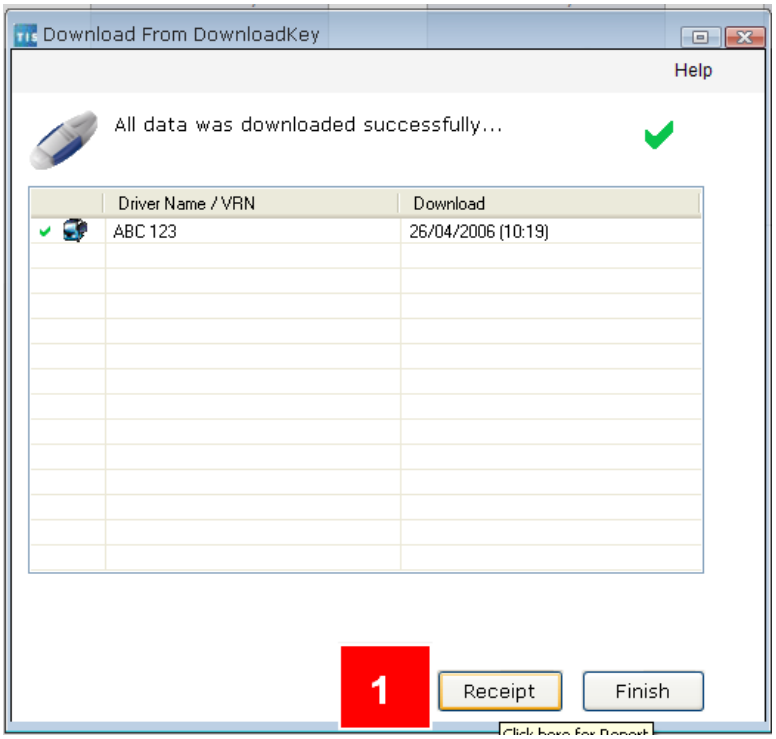


Now select the files on the DownloadKey to be transferred. Select the **check box** 1 next to the files you wish to transfer. Already-transferred files are displayed in a separate selection list

Tip !
If you click on **[Select All]**, all files not yet transferred to the TIS-Web Server will be selected.
Already-transferred files can also be selected and re-transferred.

Click on **[OK]** 2 to transfer the selected files to the TIS-Web Server.

A progress bar displays transfer procedure progress and the file being transferred is highlighted.



When data transfer is complete, check that all files have been successfully transferred.

Re-download (from the mass memory or driver card) files marked with a red 'X'.

NOTE:

In the **Settings > Legal Archive** page you have an option to delete files from source after transfer. If this option is ticked all data that has been downloaded successfully will be deleted from the DownloadKey

Tip !
Click on **[Receipt]** 1 to display a printable receipt for the completed data transfer.

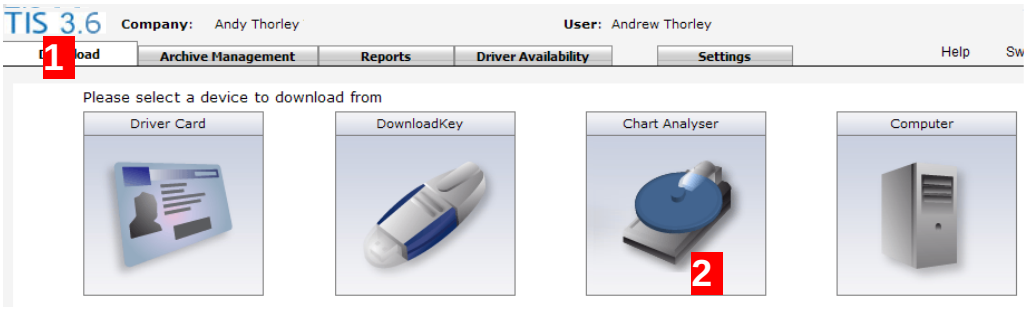
8.3 Reading Analogue Charts

New tachograph charts can be added using

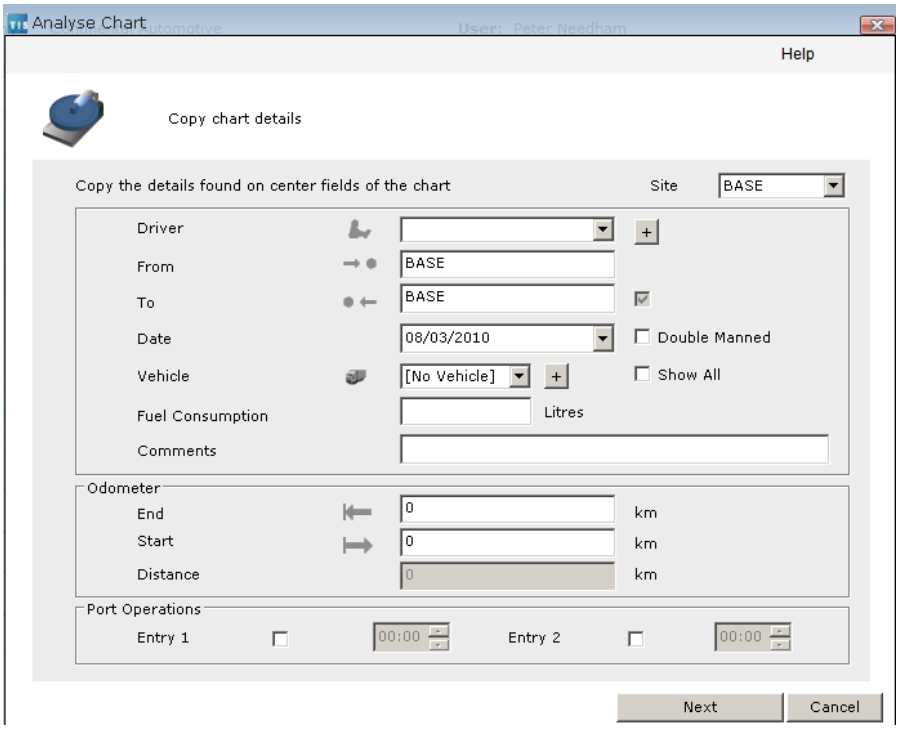
- The VDO Chart analyser or
- The keyboard
- Rapid Chart Scanner (Operating instructions are shown in the 'TIS-Web Rapid Chart Scanner Installation and User Guide')

Condition
The VDO Chart Analyser must be properly connected to use for capturing tachograph charts. You must also select the settings for the Chart Analyser - to do this, click on **Settings** > **Chart Setup**

Proceed as follows to add a new tachograph chart:
On the **Download tab** 1, click on **[Chart Analyser]** 2 to capture analogue tachograph charts.



The **Analyse Chart - Copy chart** details page with text boxes for the chart centre fields is displayed;



The handwritten data from the tachograph chart is keyed into the chart centre field.

Proceed as follows to enter the details of the chart centre field:

Select the **Site** 1 that the driver normally operates from. The lists of drivers and vehicles will be populated by those based at the selected site.

Select a driver from the **Driver list** 2.
Or click on **[+]** to create a new driver.

Enter the **start** 3 and **destination** 4 locations (From, To).

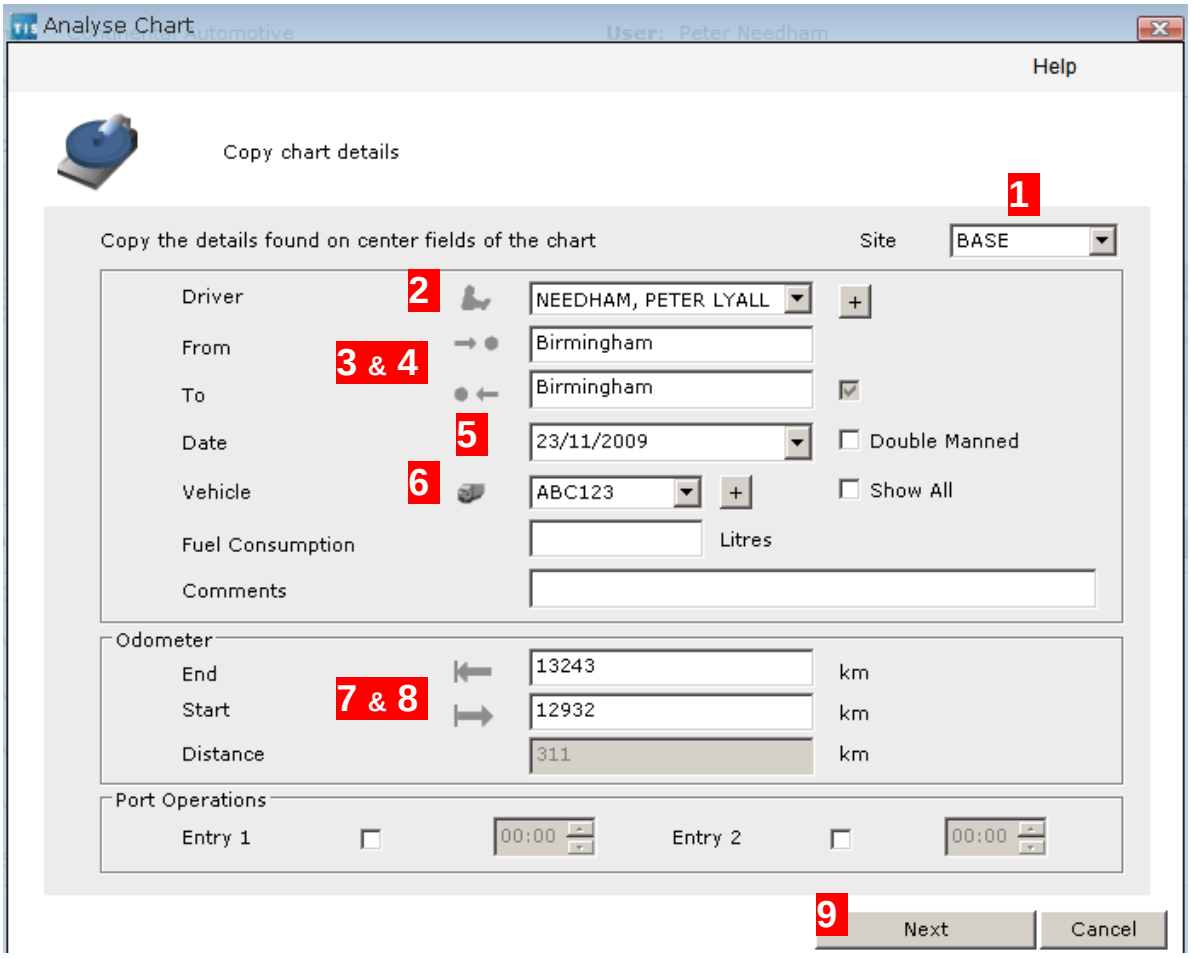
Enter the **chart start date** 5.
The date can either be entered by keyboard or selected via the calendar.

Select a vehicle from the **Vehicle list** 6.
Or click on **[+]** to create a new vehicle.

Enter the **final** 7 and **initial** 8 odometer readings.
The total distance will be calculated automatically.

Enter - where applicable - the information about ferry/train connections used.

Click on **[Next]** 9 to display the dialogue box for entering activities using the reader;

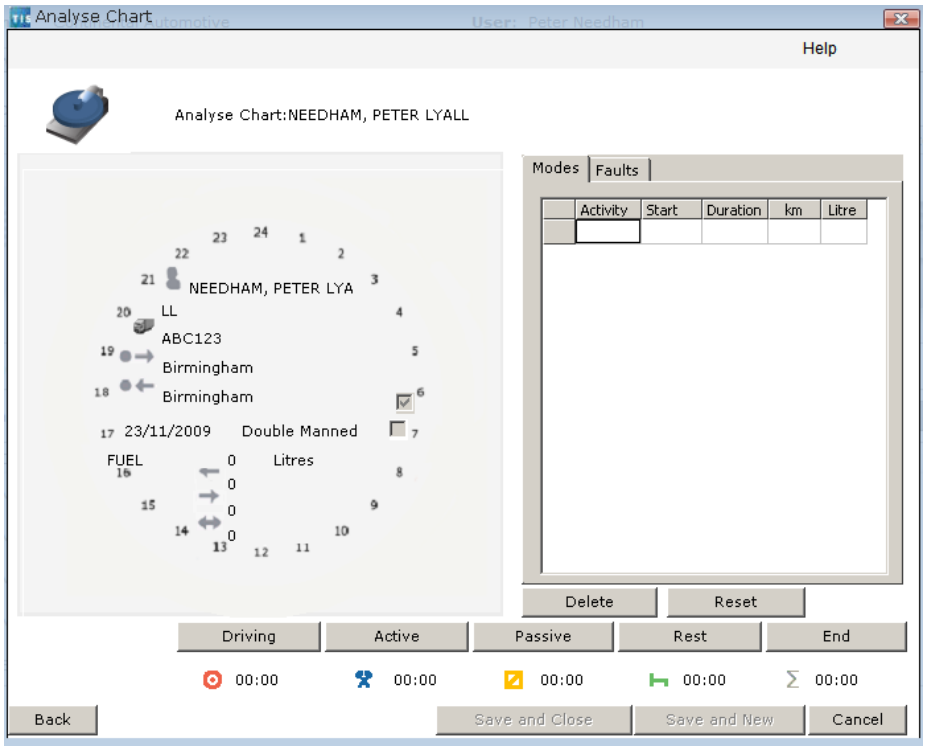


When capturing chart data with the Chart Analyser, you will be asked to rotate the tachograph chart until the midnight position of the chart is at the Analyser crosshair.

Analyse Chart
Help
Please place and set the chart on the analyser
When Placing the chart ,please rotate the disc until themidnight position (24 hour) of the chart is at the analysercrosshair. When done click Next.
Back
1
Next
Cancel

Follow the on-screen instructions and click on **[Next]** 1 to mark the midnight position.

The modes tab will be presented with the centre field details you have previously completed. If the Compact Chart Reader is connected and configured properly it may now be used to capture the chart activity details:

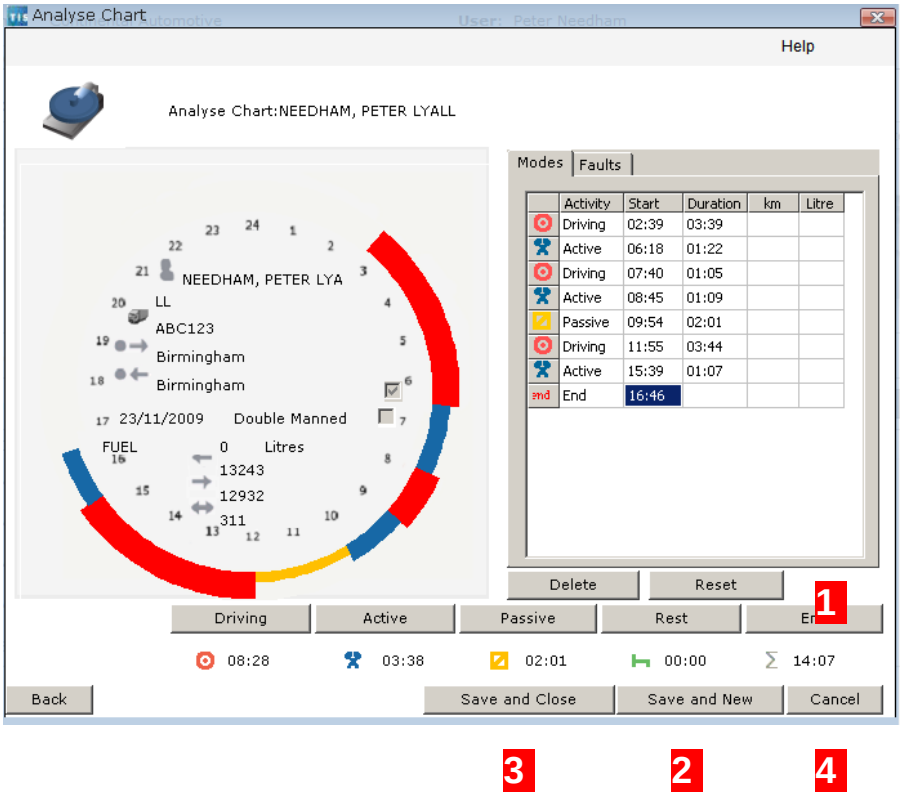


Proceed as follows to enter activities using the VDO Chart Analyser:

1. Rotate the chart anti-clockwise until the analyser crosshair marks the start of the next non-rest activity (start of time recording).
2. While the chart is rotating, the Chart Analyser transfers the recorded times.
3. Click on the appropriate PC keyboard button or the on-screen button for the activity.
   D = Drive
   R = Rest
   P = Passive / Available
   A = Active

The activity is now linked with the start time.

Optionally you may enter the distance driven and the fuel consumption. The duration is calculated automatically as soon as the next activity starts and the mode is shown on the diagram of the chart activities.



Repeat steps 1 to 3 for each further activity and then complete the activity entry procedure by clicking on **[End]** 1 or keying the END button on the PC Keyboard.

When finished entering all modes

Click on

[Save and New] 2 if you want to capture another chart.
The entry page for the chart centre fields is displayed again.

[Save and Close] 3 if you don't want to enter the details of another chart.
The Download tab is displayed again.

[Cancel] 4 if you don't want to save the new data.

Tip !
You can now click on the **Archive Management** – **Working Time** module to check the entered data - you can also evaluate the data by clicking on **Reports**

Important
If you want to save a chart on a day upon which a public holiday or other event has already been saved, a warning message will be displayed. This can be ignored and the chart saved by clicking on **[OK]**.

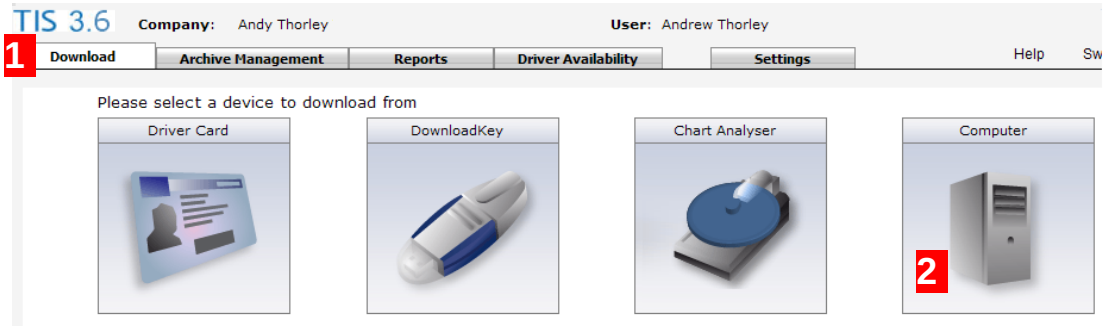
8.4 Downloading files from a computer or other storage device

Condition
The data to be transferred must be on your computer or in a folder that is visible to your computer, e.g. in the target folder of a Downloadterminal.
The date on which the driver started working for the company must be entered correctly so that the associated driver card data can be imported and evaluated.
The date the vehicle was purchased must be entered correctly so that the associated mass memory data can be imported and evaluated.

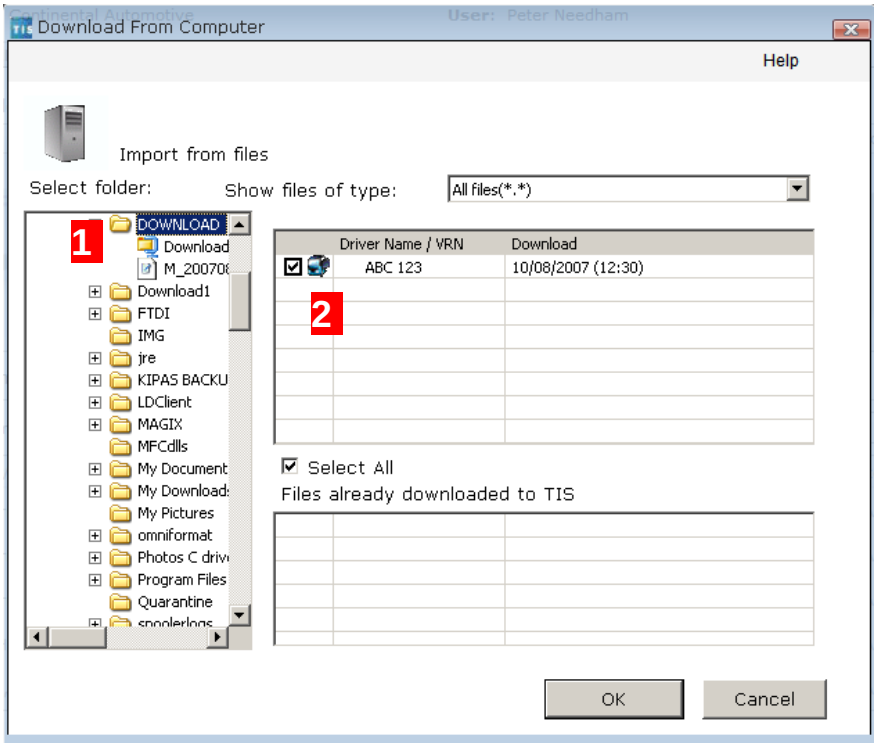
The following three types of data can be transferred to the TIS-Web Server from the computer:

- Driver card file from the digital tachograph (ID = C_)
- Mass memory file from the vehicle unit (ID = M_)
- VDO-specific file (ID = S_) - cannot be archived.

Proceed as follows to transfer files from your computer to the TIS-Web Server:
On the **Download tab** 1 click on **[Computer]** 2



The dialogue box for selecting the source folder (Where your data is stored) opens.



Select the folder containing the files you want to transfer. 1

All driver and vehicle files in the selected folder will be displayed. 2

Only files of the selected file type will be displayed. By default, these are files with a "DDD" extension. You can change the file type at any time 1

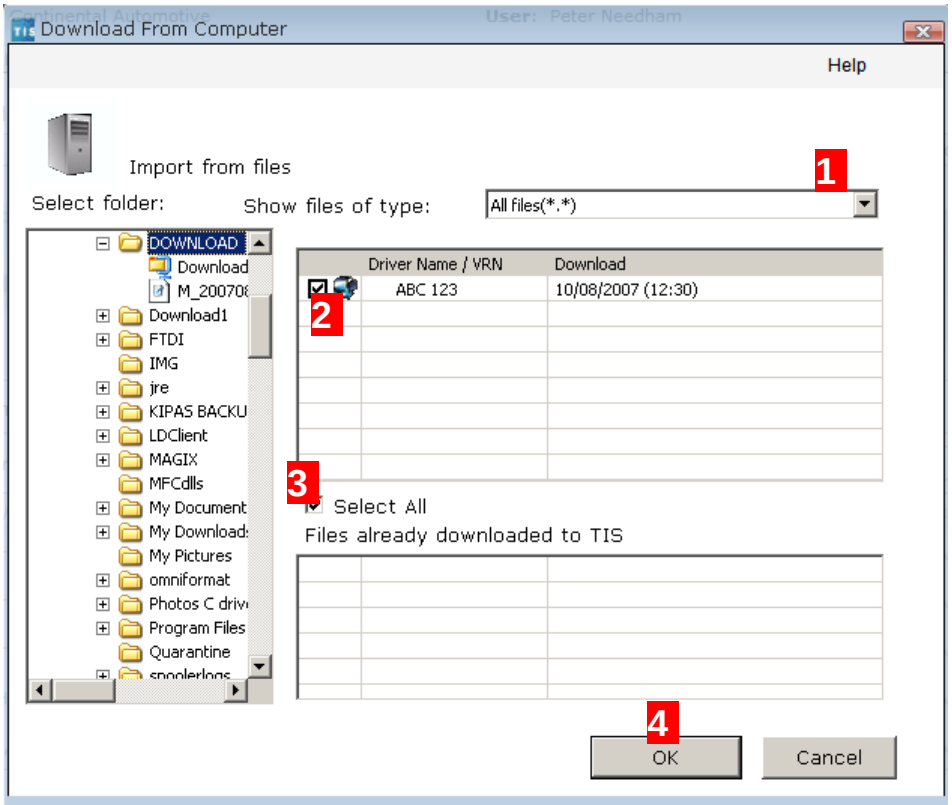
You can select the following file formats:

- *.DDD format for most European countries (default setting),
- French format (*.C1B, *.V1B, *.A1B),
- Spanish format (*.TGD),
- All formats (*.*).

Select the **check box** 2 next to the files you wish to transfer.
Files already transferred to the TIS-Web Server are displayed in a separate selection list

If you click on **[Select All]** 3, all files not yet transferred to the TIS-Web Server will be selected.
Already-transferred files can also be selected and re-transferred.

Click on **[OK]** 4 to transfer the selected files to the TIS-Web Server.



The files found in the selected folder are displayed in two separate lists:

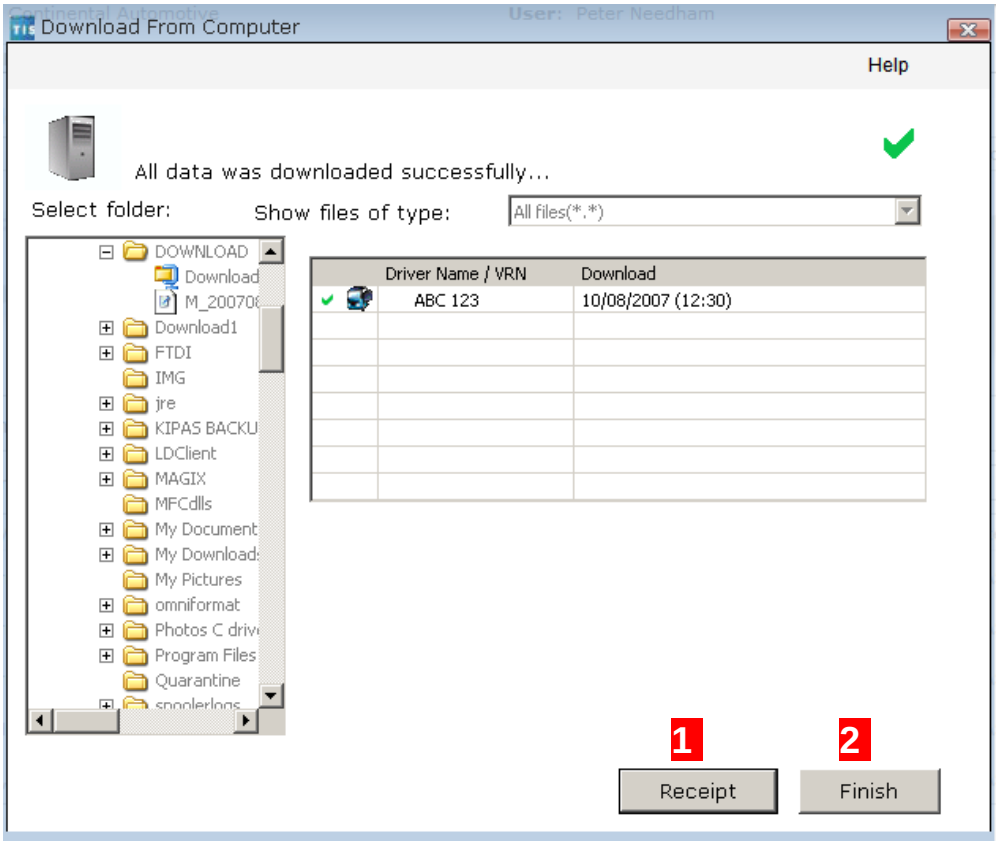
New files which have not yet been transferred to the TIS-Web Server.

Files which have already been transferred to the TIS-Web Server.

Important
During file transfer to the TIS-Web Server, a file called "TisDownload.txt" is created in the selected folder. This file contains the names of all the files which have been successfully transferred to the TIS-Web Server from this folder. This file enables a check to be carried out during the next transfer, determining which files are new and those which have already been transferred.
If the "TisDownload.txt" file is missing or empty, all files found are considered to be new.

A progress bar displays transfer procedure progress and the file being transferred is highlighted.

When data transfer is complete, check that all files have been successfully transferred.
Re-download any files marked with a red **X** If a vehicle download fails and a red cross is shown please check that the downloaded file contains the data blocks that TIS-Web has been configured to receive.



Click on **[Receipt]** **1** to display a printable receipt for the completed data transfer

Click on **[Finish]** **2** to close the window

NOTE:

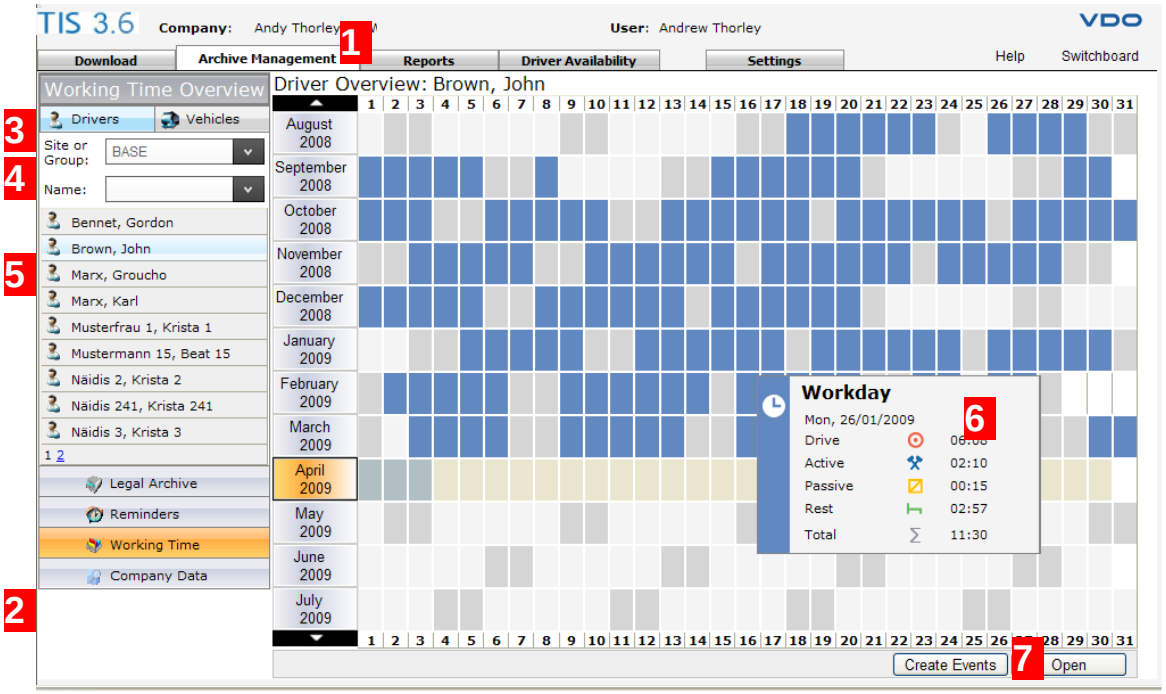
In the **Settings > Legal Archive** page you have an option to delete files from source after transfer. If this option is ticked all data that has been downloaded successfully will be deleted from the source folder.

9. Checking downloaded data, charts and events

If you click on **Archive Management** > **Working Time** > **Drivers**, you can display, modify and evaluate other driver activities in addition to the activities from analogue and digital tachographs.

Proceed as follows to obtain an overview of a driver's activities:

On the **Archive Management** 1 tab, click on **Working Time** 2 > **Drivers** 3
The list of drivers for the selected site is displayed



Select a different **Site** 4 if necessary.
The list is updated.

Select a **driver** 5.
The Yearly Overview for that driver is displayed.

All days for which activities have been saved are colour-coded:

Activities recorded by a tachograph.

Other activity data.

Tachograph data and other activities.

Overlaps have occurred between saved activities.

The vehicle has been driven without an inserted driver card

Hold your mouse pointer over the day or activity to view. 6
A window with detailed information about recorded activities for that day is displayed.

Tip !
To quickly and easily check your driver's activities, you can display the most important driver reports directly from the Year Overview.

Right-click on a months name to create a Driver Activity Protocol or a Driver Infringement report for the selected driver and month.

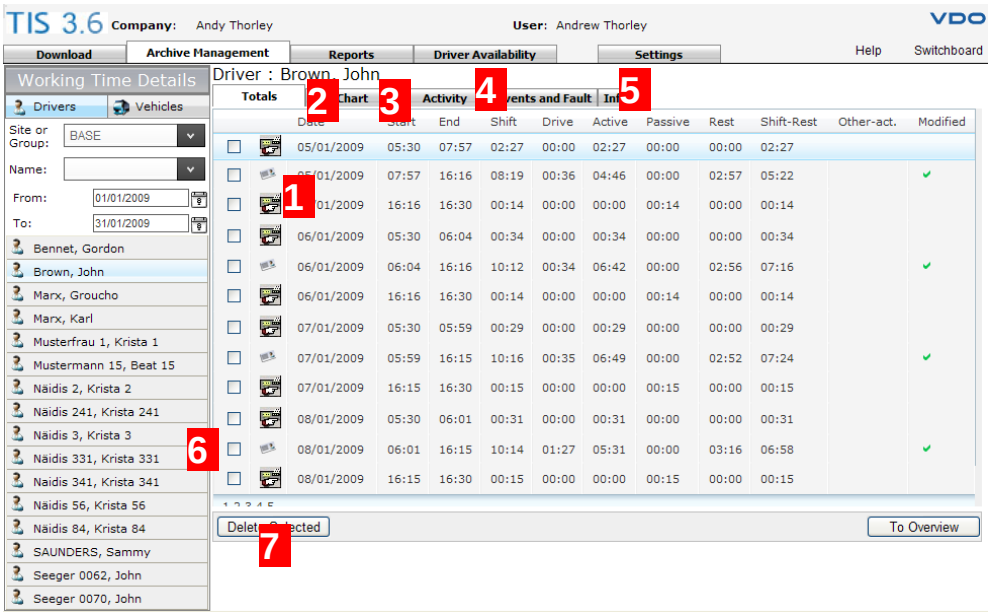
The following functions are available to select data on the Drivers Overview page:

Select the period of the data you want to view by

- clicking on a month to select that entire month.
- clicking on a day to select it.
- selecting a start date first; then holding the Shift key down and selecting an end date to select the desired period.

Then click on **[Open]** 7

The page with the day's totals of available activities data for the selected period is displayed.



For each recorded activity you can drill-down to more detail.

Select an activity by clicking on it, 1 the activity is highlighted.

Click on **Chart** 2 a chart image of the selected activity is displayed

Click on **Activity** 3 a list of recoded modes for the selected activity is displayed

Click on **Events and Faults** 4 a list of events and faults for the selected activity is displayed

Click on **Info** 5 information about when the record was added or modified is displayed

To **delete activities** select by ticking the box 6 and then press **[Delete Selected]** 7 Press **[OK]** to confirm deletion of these activities.

Tip !
In Working Time Details, you can select a different site, period and driver. The working time details of the newly selected driver will now be displayed - you don't have to return to the Year Overview.

Check box	You can select individual check boxes to mark the associated entry for deletion
Symbol	The symbol tells you if the entry originated from Driver card, Manual entry, Mass memory file, Analogue tachograph chart or Driver event.
Date	Start date of an activity record.
Start / End	Start of the first activity and end of the last activity per activity record.
Shift	Total of all recorded times per tachograph data chart record. A shift is defined as the sum of driving time, working time, availability time and rest time. The total is displayed in the HH:MM format.
Drive Active Passive	Total of all recorded active periods per tachograph data chart record. The total is displayed in the HH:MM format.
Rest	Total of all recorded rest times per tachograph data chart record. The total is displayed in the HH:MM format.
Shift - Rest	Total of all driving, working and availability times per tachograph data chart record.
Other-act.	More details about activities which do not originate from tachographs.
Modified	Indicates whether or not the recorded tachograph data has been manually changed. A green checkmark is displayed if the entry has been modified.

9.1 Chart data – Displaying and Modifying

Clicking on this tab will display stored tachograph chart data in the form of a tachograph chart. From this tab it is also possible to modify a chart. Modifying a charts data in evaluation has no affect on the data stored in Archive.
Only activities that have been downloaded via the driver card or recorded on a tachograph chart can be displayed in this form

Proceed as follows to display the tachograph data as a tachograph chart:

On the **Archive Management** tab, click on **Working Time** > **Drivers** or **Vehicles**.

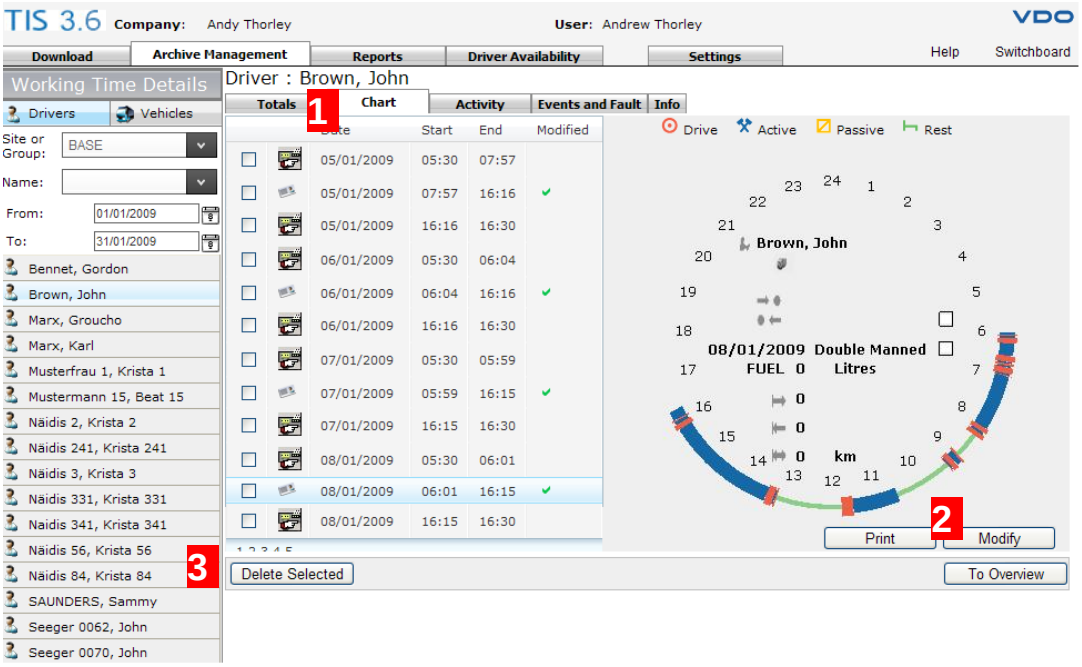
Select a different **Site** if necessary.

Select the desired **driver** or **vehicle**

Select the period of the data you want to view by

- clicking on a month to select that entire month.
- clicking on a day to select it.
- selecting a start date first; then holding the Shift key down and selecting an end date to select the desired period.

Click on **[Open]**.
The tab with the day's totals of available activities data for the selected period details is displayed.



Click on **[Chart]** 1 and select a record.

The selected data will now be displayed as a tachograph chart.

To alter the charts data click on **[Modify]** 2

To permanently remove the selected chart press **[Delete Selected]** 3

Important
Driver event records cannot be displayed as tachograph charts.

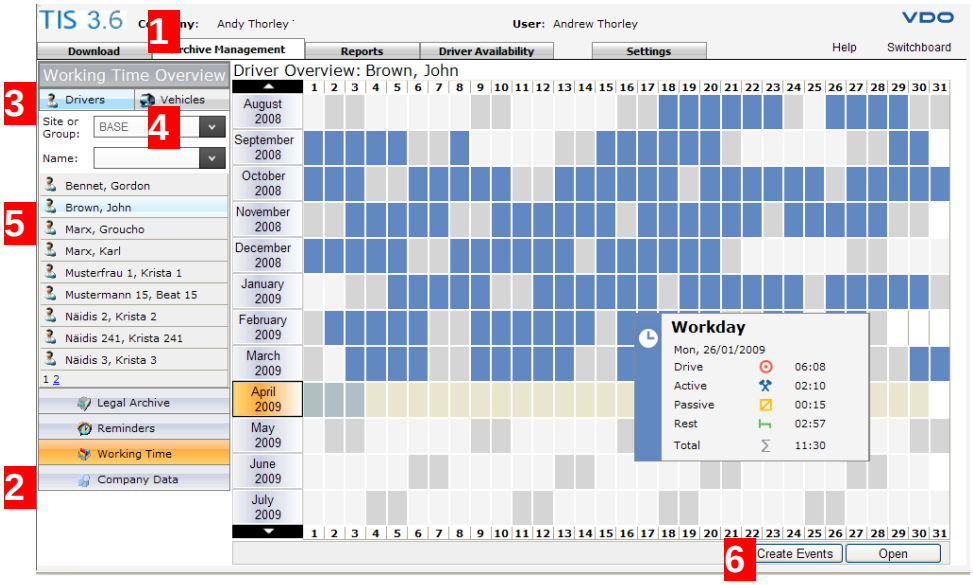
Tip !
In Working Time Details, you can select a different site, period and driver/vehicle. The working time details of the newly selected driver/vehicle will now be displayed - you don't have to return to the Year Overview.

9.2 Add other work and events

Important
You can only create driver events on days and times for which no other driver activities are available.
Exceptions: Driver events can be created where a public holiday has already been recorded.

Proceed as follows to add a driver event:

On the **Archive Management** 1 tab, click on **Working Time** 2 > **Drivers** 3
The list of drivers for the selected site is displayed

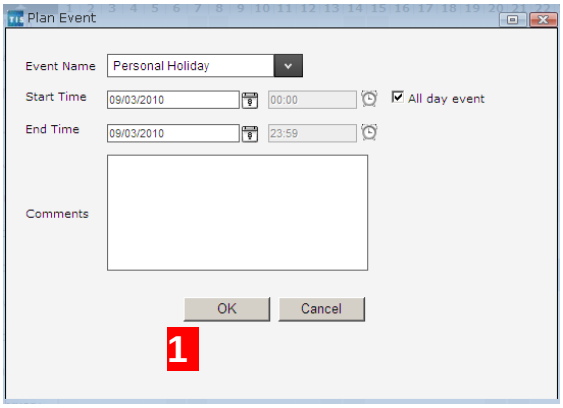


Select a different **Site** 4 if necessary.
The list is updated.

Select the desired **driver** 5.
The Year Overview for that driver is displayed.

Click on **[Create Events]** 6

The Plan Event dialogue box opens.



Enter the event data and click on **[OK]** 1
The driver event will now be saved. Click on **[OK]** to confirm the message.

The dialogue window will close and the Year Overview will be displayed again.

Event Name	List of driver events that can be selected.
Start Time	Date and time the event is to begin. The date must be selected by clicking on the Calendar button. The time can either be entered by keyboard or via the the button.
All day event	If this check box is selected, the event will be created as an all day event. In this case, the time text boxes will not be available.
End Time	Date and time the event is to end. The date must be selected by clicking on the Calendar button. The time can either be entered by keyboard or via the the button.
Comments	Text box for comments, e.g. "under medical supervision until".

10. Set Hours Law rules

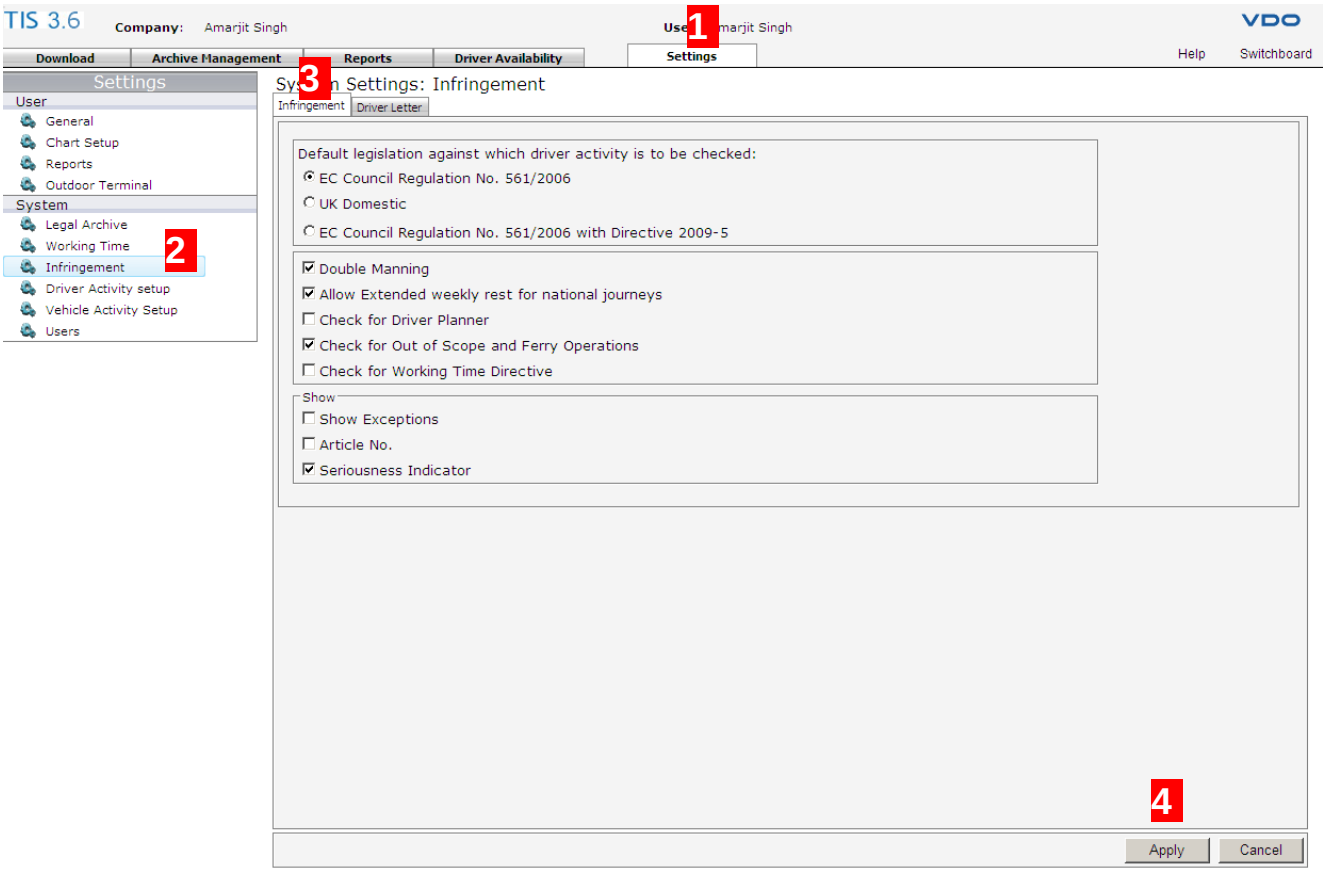
Use this tab to specify the options for rules and regulations applied in order to be able to evaluate the recorded activities against national and international regulations.

The settings you make here affect the evaluations for the **Driver Letter**, **Fault and Infringement Graph**, **Driver Infringement Report** and **Driver Infringement and Fault Summary** and apply to both digital and analogue tachograph data.

Proceed as follows to modify the settings for activity checks:

Open the **Settings tab** 1 click on **Infringement** 2.
The relevant page is displayed with the **Infringement tab** opened 3.

Select the required check boxes and options. See the table that follows for guidance.



Click on **[Apply]** 4 and confirm the message to apply the settings with **[OK]**.

Settings

The default rules are the current regulations EC No 561/2006. Alternatively you may choose EC No 3820/85 should you have old records that you need to analyse against the previous regulations. For some UK customers it may be appropriate to use UK domestic rules. Before selecting different rules please check that use is appropriate and legal for your type of operation.

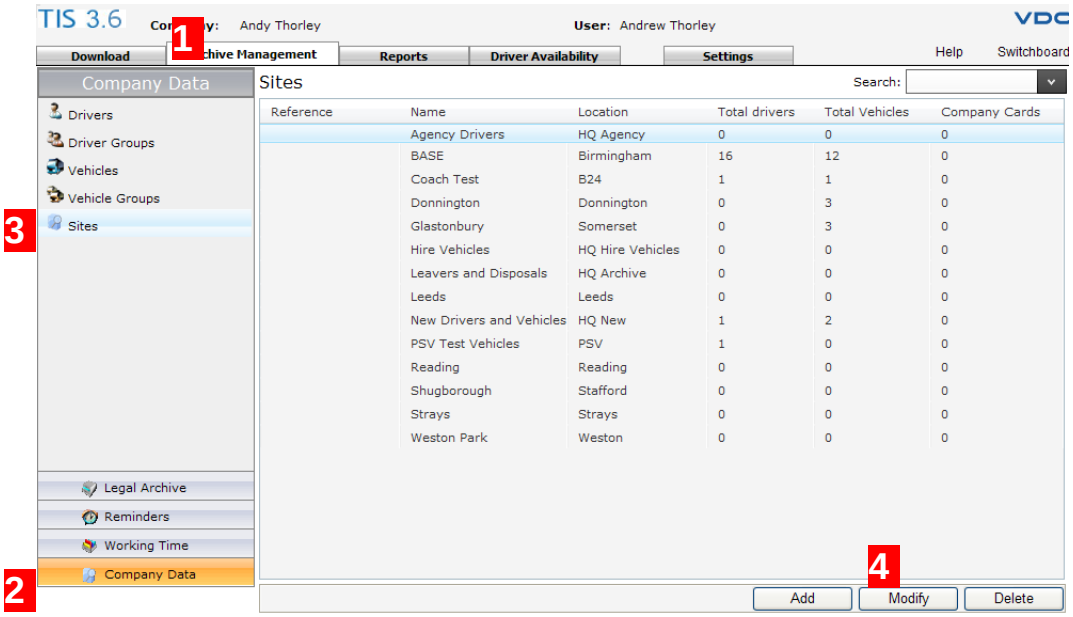
EEC Council Regulation No. 3820/85	Indicates whether or not driver activities should be checked and evaluated against Council Regulation (EEC) No. 3820/85 of 20th December 1985.
EC Council Regulation (No. 561/2006	Indicates whether or not driver activities should be checked and evaluated against Council Regulation (EC) No. 561/2006 of 15th March 2006.
UK Domestic	Indicates whether or not driver activities should be checked and evaluated against UK domestic regulations
EC Council Regulation (No. 561/2006 with directive 2009 - 5	Indicates whether drivers activities should be checked and evaluated against Council Regulation (EC) No. 561/2006 of 15th March 2006. with extra infringements as introduced by directive 2009 – 5 of 30 January 2009

Other Hours Law settings

Double Manned	Indicates whether or not crew operation should be taken into consideration when calculating driving and rest times; selected by default.
Allow Extended weekly rest for national journeys	Indicates whether or not delayed weekly rest times should be considered an infringement with national journeys. Data already imported will not be affected when changing this setting; selected by default. **This setting only applies for PSV vehicles when analysed under regulations EC No 3820/85**
Check for Driver Planner	Indicates whether or not entries on the Driver Planner, e.g. warehouse work, should be taken into consideration when calculating driving and rest times. Data already imported will not be affected when changing this setting. **This option will only be available from TIS-Web 3.1.**
Check for Out of Scope and Ferry Operations	Indicates whether or not entries relating to getting on or off a ferry or train should be taken into consideration when calculating driving and rest times. Already imported data will not be affected when changing this setting. **This option will only be available from TIS-Web 3.1.**
Check for Working Time Directive	Indicates whether or not driver activities should also be checked and evaluated against Directive 2002/15/EC of the European Parliament and Council of 11th March 2002. This check will also be based on the default times specified for the individual sites; **This is NOT selected by default.**
Show Exceptions	Indicates whether or not exceptions should be output in infringement reports, e.g. delayed weekly rest times with national journeys; not selected by default. **If exceptions are switched off then reporting of faults is also switched off**
Article Number	Indicates if the infringed regulation description is added to the report. **The regulation description is ON by default.**
Seriousness Indicator	If ticked the Drivers Infringement Report and Drivers Letter will include colour coded traffic light symbols to indicate the seriousness of an infringement.

11. Set Working Time Directive rules

The rules for analysing Working Time Directive are stored against each site. This is to allow each site to have different rules defined if necessary.



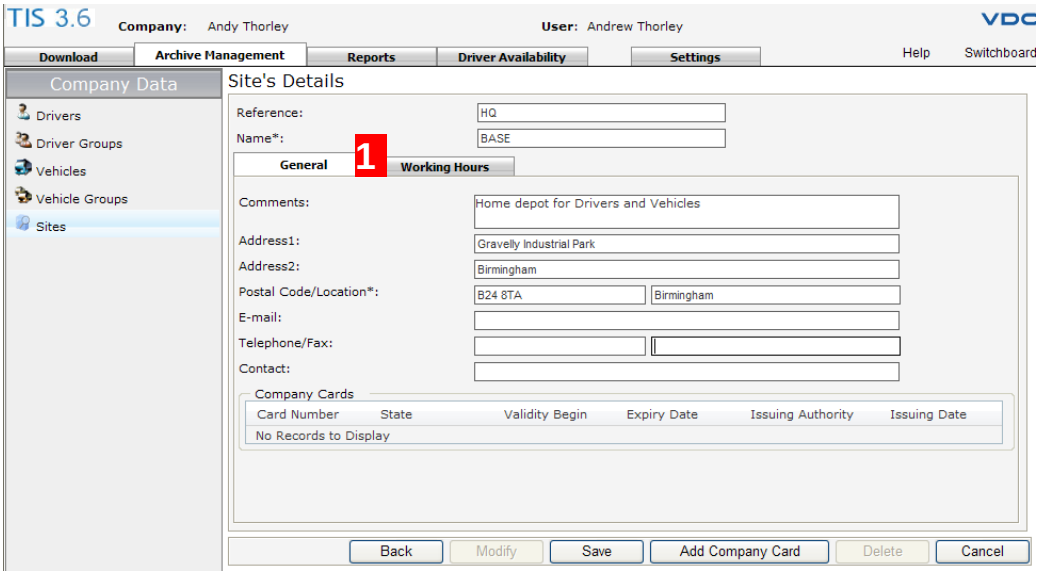
Proceed as follows to set Working Time Directive rules:

On **Archive Management** 1 click on **Company Data** 2 > **Sites** 3.

The list of sites is displayed.

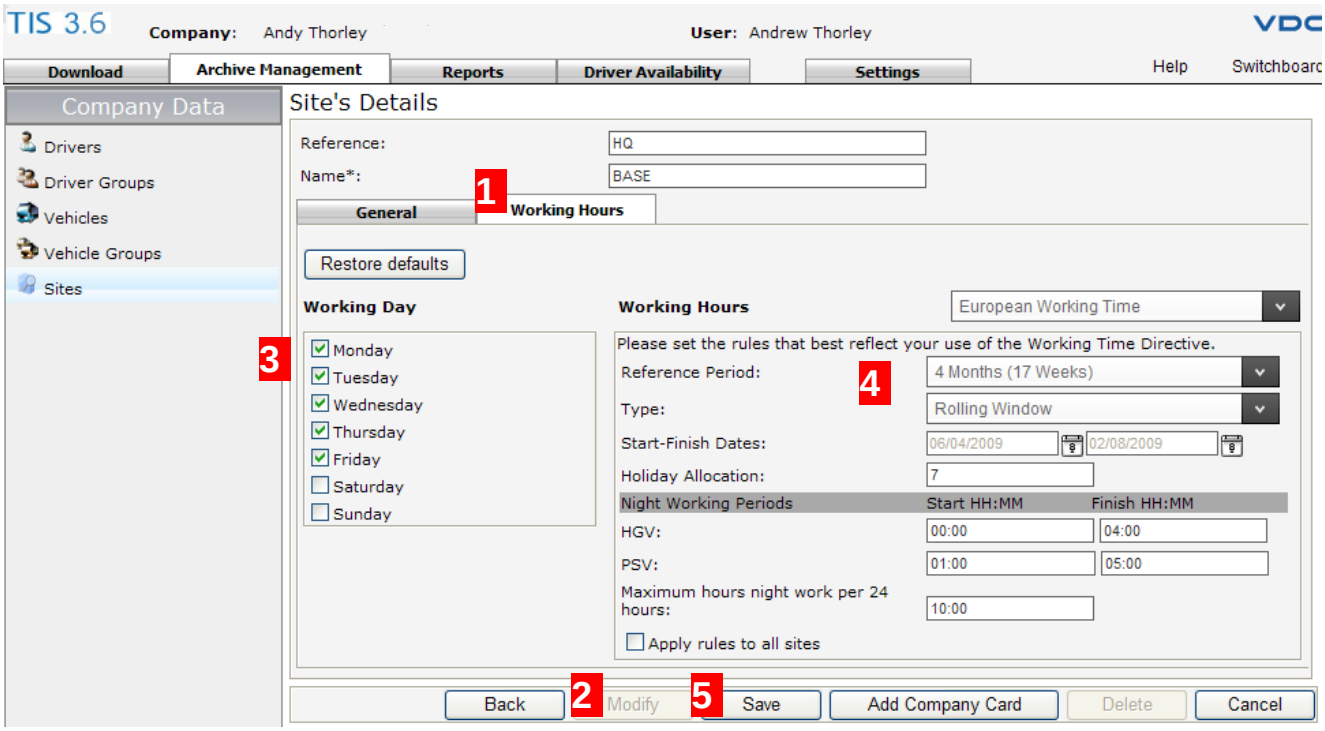
Select a Site and click on **[Modify]** 4 in order to access the site details.

Select the **Working Hours** 1 tab to set up details about the sites normal days of operation and the rules used at that site for monitoring Working Time Directive regulations.



On the **Working Hours** 1 tab, you can edit the week days that are considered working days and the working hours - per site or for all sites.

Click the **[Modify]** 2 button to enable editing.



Check **(tick)** 3 the days in the week which are considered working days for the selected site. Days marked as non-working will be shown on the Working Time display. If a day is marked as non-working data may still be entered for that day.

Now enter the settings that best reflect the rules you use to monitor the Working Time Directive. 4

Click **[save]** 5 when all settings have been completed

Reference Period (list box)	Selects the period for which a driver's average working time is to be calculated. The default setting is four months (18 weeks).
Type (list box)	Select either Fixed period or Rolling window.
Start - Finish Dates (date box)	Used to select the start and end date of the fixed period for which average working time is to be calculated. A calendar is displayed from which you can select the date. The selected dates are compared with the set reference period and corrected automatically if necessary. The date text boxes are only available if Fixed Period has been selected.
Holiday Allocation	The number of holidays will be taken into account when calculating average working time. By default, seven days are set for the 4 month reference period and ten days for the 6 month reference period.
HGV (Mandatory)	Start and end of the period legally defined as night work when transporting goods. The default settings are as per the regulations and for goods transport are 00:00 (start) and 04:00 (finish).
PSV (Mandatory)	Start and end of the period legally defined as night work when transporting people. The default settings are as per the regulations and for passenger transport are 01:00 (start) and 05:00 (finish).
Maximum hours night work per 24 hours	Indicates the maximum night work period in hours before an infringement is reported. This setting is site-related and used to compare a driver's actual night work period with the maximum permitted period. The default setting is 10 hours; values between 01:00 hour and 24:00 hours can be selected.
Apply rules to all sites	Indicates whether the working hours rules are to apply to the current site only or to all sites; selected by default (Option only available if more than one site exists).

12. Running Reports

12.1 Driver Reports

Use this module to create driver-based reports, e.g. activity summaries or infringement reports. The tachograph data available for the selected period is analysed, i.e. data imported via driver cards and data captured from tachograph charts.

Proceed as follows to create a report:

On the **Reports tab** 1 click on **[Driver Reports]** 2.
The page where you can select the report settings is displayed.

Select the **Report Period** 3 and **Site or report group** 4.
The Select Drivers group box shows all the drivers that work at the selected site in the report period.

Under Select Report, select the **report** 5 you wish to create.

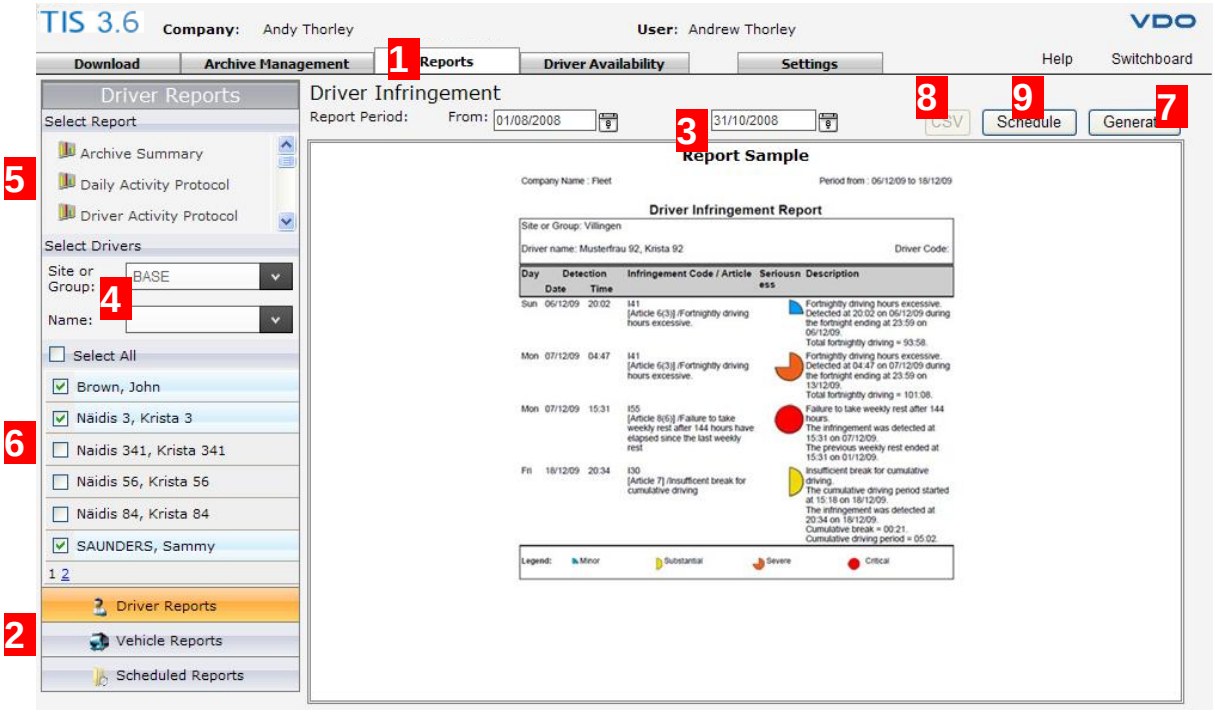
Note a sample of each report is displayed on the page as it is selected.

Under Select Drivers, select the **driver** 6 or drivers for whom the report is to be created. You may use the select all box or tick just the drivers that you need to generate a report for.

Click on **[Generate]** 7 to view or print the report and/or export it for saving.

Click on **[CSV]** 8 to generate a data file in CSV format from the selected report content (Note : Not all reports support CSV data exports)

Click on **[Schedule]** 9 to schedule the selected report to be run automatically and delivered as a PDF document at set intervals. (Note : Not all reports can be scheduled)



12.2 Vehicle Reports

Use this module to create vehicle-based reports, e.g. activity summaries or missing mileage reports. The tachograph data available for the selected period is analysed, i.e. data imported via driver cards and data captured from tachograph charts.

Proceed as follows to create a report:

On the **Reports** 1 tab, click on **[Vehicle Reports]** 2.
The page where you can select the report settings is displayed.

Select the required **Report Period** 3 and **Site or report group** 4.
The Select Vehicles group box shows all the vehicles assigned to the selected site in the report period.

Under Select Report, select the **report** 5 you wish to create.

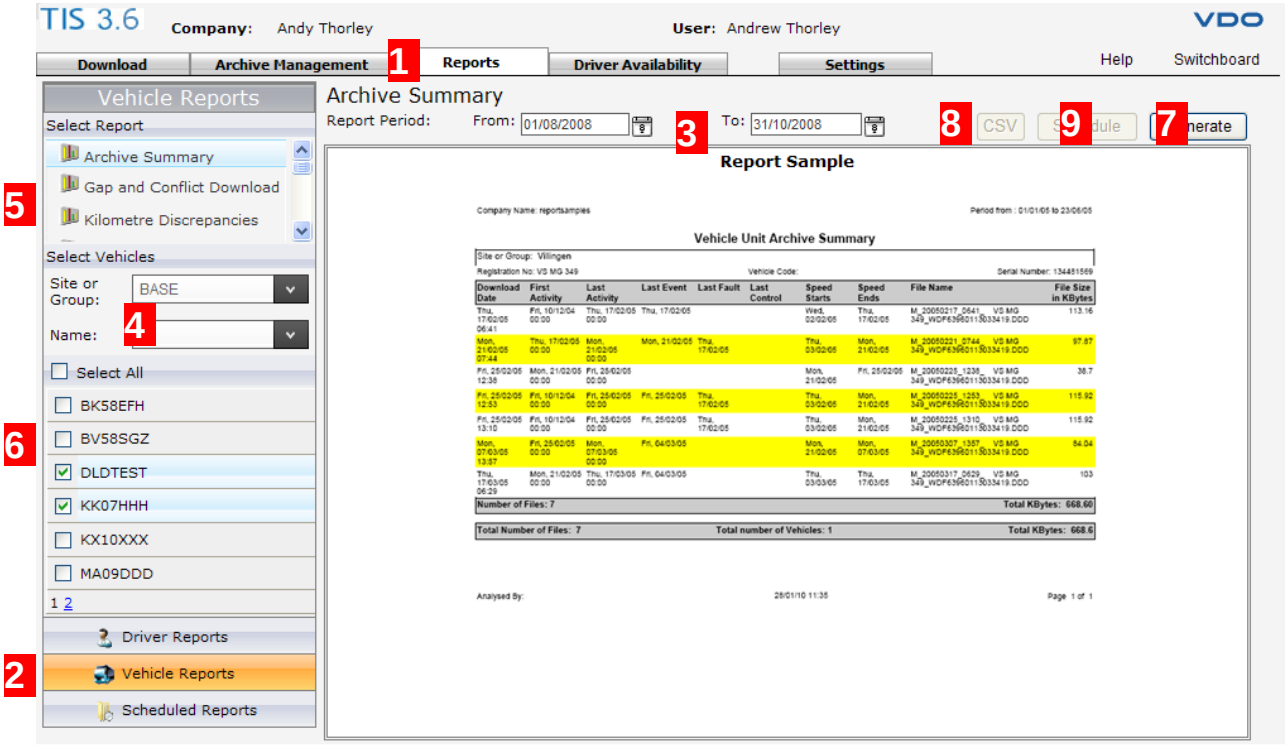
Note a sample of each report is displayed on the page as it is selected.

Under Select Vehicles, select the **vehicle or vehicles** 6 for which the report is to be created. You may select all or just tick as many of the individual vehicles that you are interested in.

Click on **[Generate]** 7 to view or print the report and/or export it for saving. The report is created.

Click on **[CSV]** 8 to generate a data file in CSV format from the selected report content (Note : not all reports support CSV data exports)

Click on **[Schedule]** 9 to schedule the selected report to be run automatically and delivered as a PDF document at set intervals. (Note : Not all reports can be scheduled)



13. Scheduling Reports

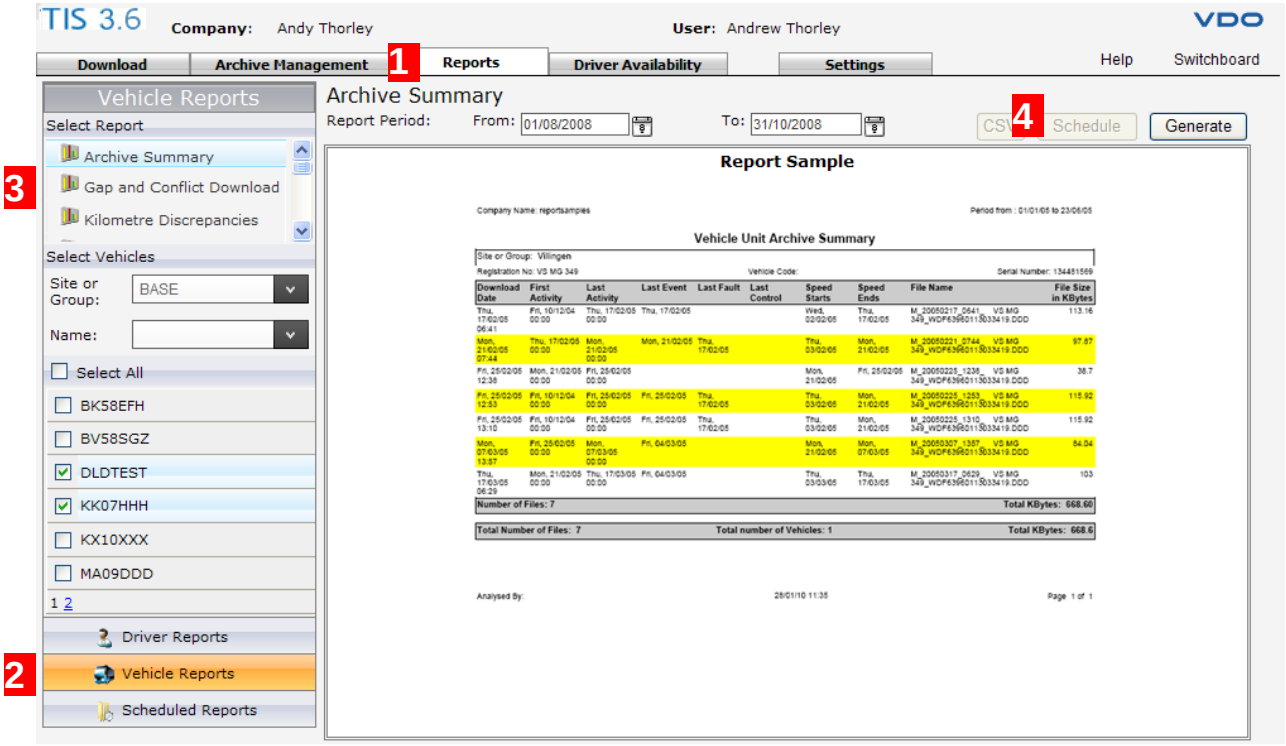
In addition to printing reports by selecting and printing reports as you need them you can select reports and set up a schedule so that the reports are automatically generated at set intervals and delivered to your e-mail address as intervals defined by you.

Use the following steps to schedule a report – Vehicle reports are used as an example but the procedure for scheduling a driver report is the same.

On the **Reports** 1 tab, click on **[Vehicle Reports]** 2.
The page where you can select the report settings is displayed.

Under Select Report, select the **report** 3 you wish to schedule.

Note a sample of each report is displayed on the page as it is selected.



Click on **[Schedule]** 4 to schedule the selected report to be run automatically and delivered as a PDF document at set intervals. If the **[schedule]** button is disabled the report is not supported by the scheduling function.

The create scheduled report page will be displayed

On this page set the parameters that determine how often the report is to be run and what period it should cover.

Change the **Starting from** 1 setting to indicate the first date that the report is to be run and delivered. The **End By** date will be automatically recalculated based on how many times the report is to be run and at what periods.

Change the **No. Of Times** 2 setting to indicate how many times this report should be run (Max 20). Note that after 20 runs the report will expire and if the report is still required it will need to be rescheduled.

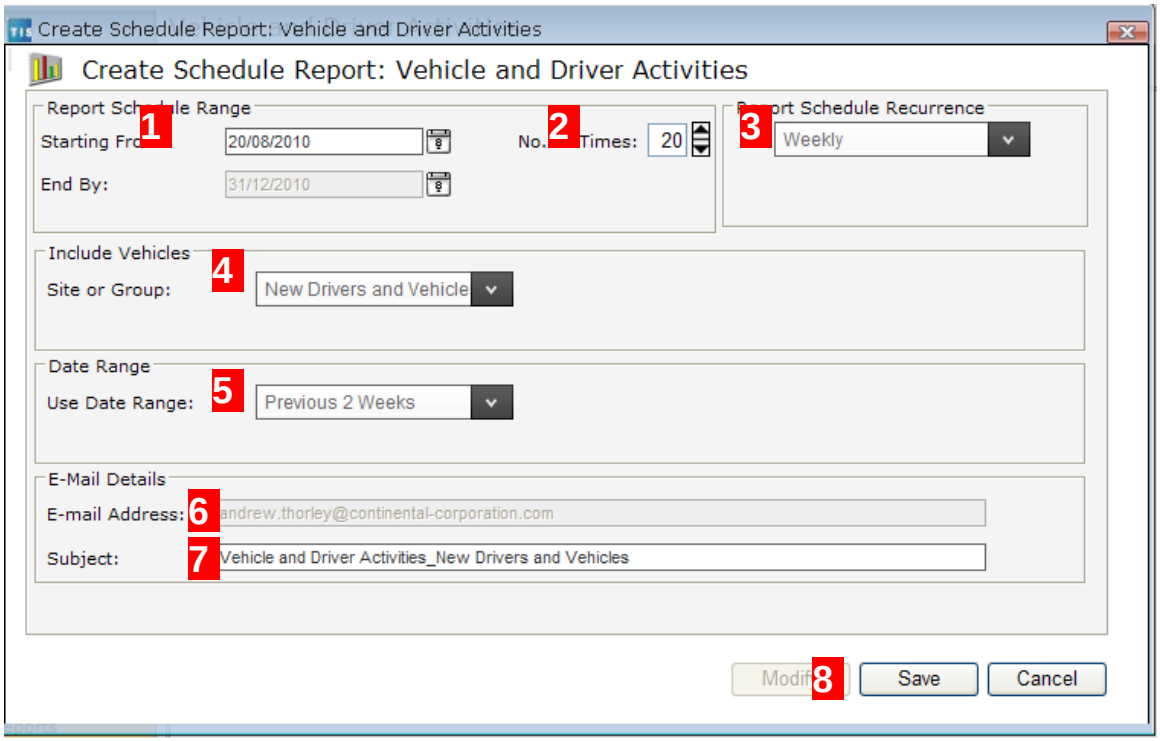
Change the **Report Schedule Recurrence** 3 setting to specify the period between each report run (Weekly and Monthly are supported)

Choose the **Site or Group** 4

Choose the **User Date Range** 5, this specifies the period that will be analysed each time the report is run.

Check that the **E-mail Address** 6 is correct – This is automatically picked up from the user details of the currently logged in TIS-Web user. If this is incorrect please contact your supplier to allow corrections to be made.

Check the **Subject** 7 box. This is automatically generated to allow the e-mail to be identified. You may change the contents of this box should you wish to specify your own description.

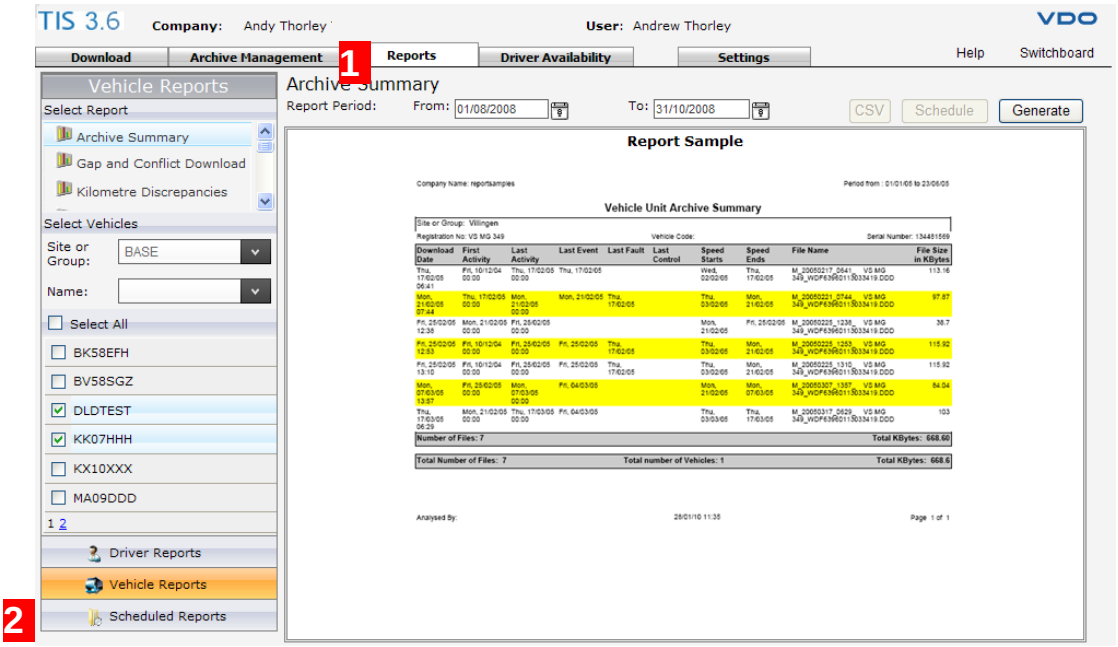


Click on [Save] 8 **to store your settings and create the schedule for this report.**

Maintaining Scheduled Reports

To view a list of all scheduled reports and delete schedules that are no longer required follow these steps. Vehicle reports are used as an example but the procedure for scheduling a driver report is the same.

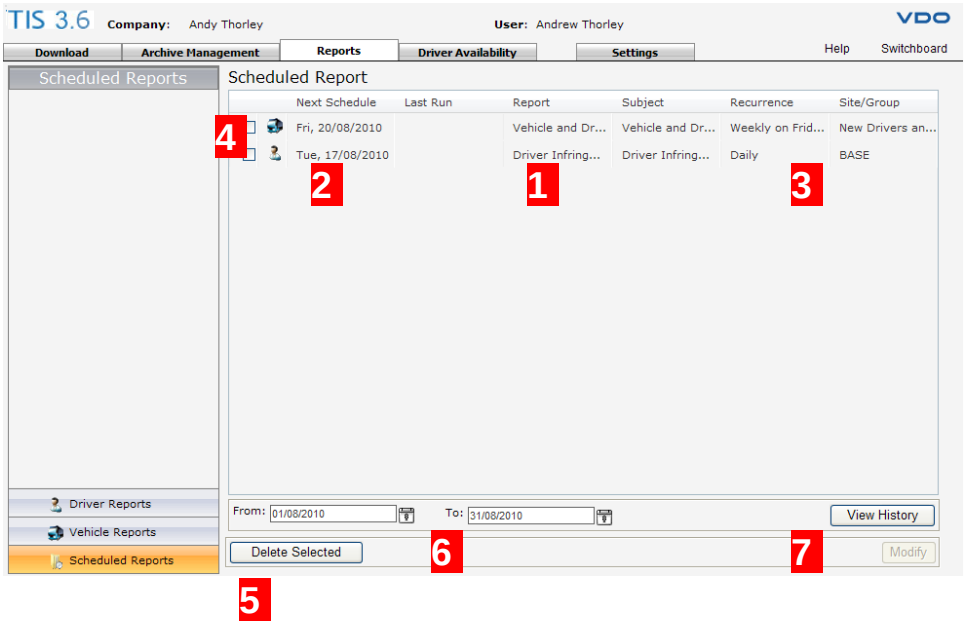
On the **Reports** 1 tab, click on **[Scheduled Reports]** 2.



The page listing all the scheduled reports for both drivers and vehicles is displayed

From this page it can be seen which reports are scheduled to be run 1, when they will be run next 2 and the parameters that determine their content, frequency and analysis periods 3.

You may also delete a schedule that you no longer require.



Tick the box 4 next to the schedule that is to be deleted

Click the **[Delete Selected]** 5 button.

To see a report listing all report runs set the date range 6 required and click the **[View History]** 7 button.

14. Archiving data

14.1 Check Archived data (Vehicles and Drivers)

Only data from digital tachographs is saved in the vehicle and driver archive. In accordance with EU archiving regulations the original data must be kept unchanged and if necessary issued and or displayed (evaluated) as an exact copy.

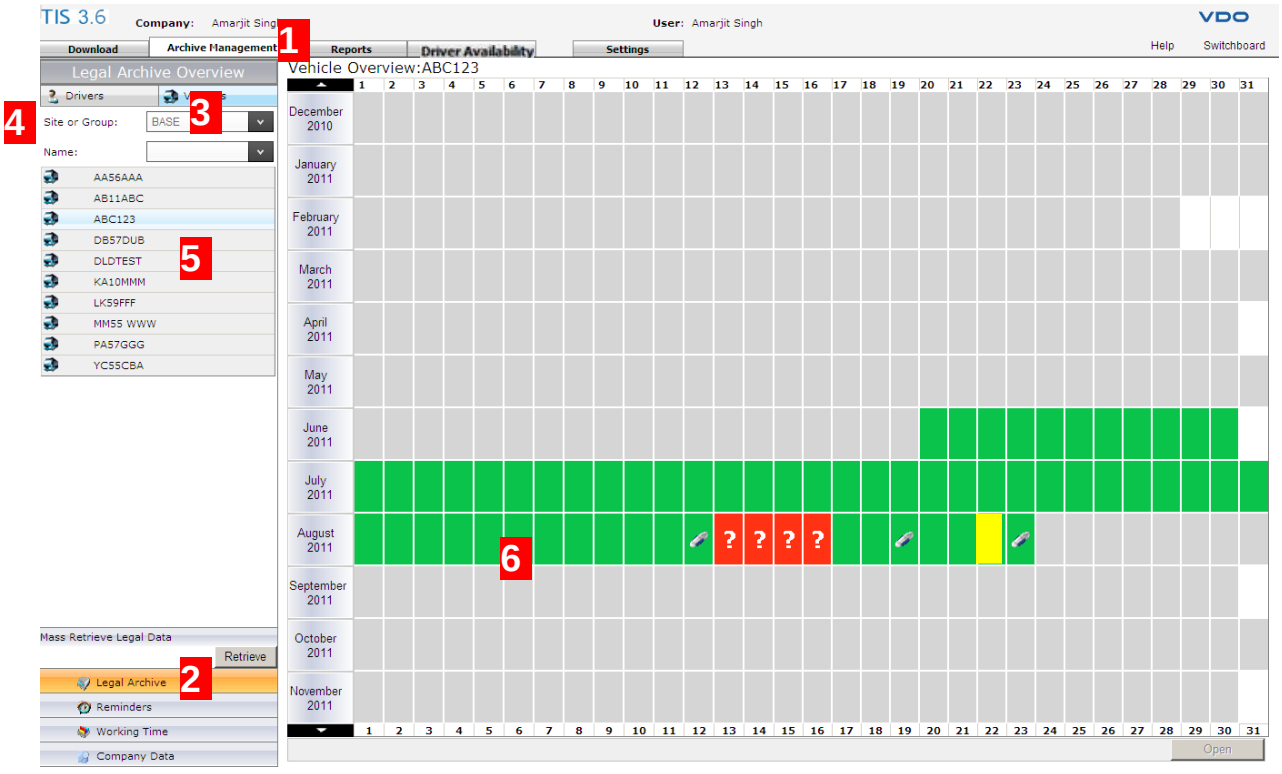
Click on **Archive Management** > **Legal Archive** > **Vehicles** to display overviews and details of archived vehicle mass memory data. You can restore this data for inspections and/or issue it as a report.

Proceed as follows to check a vehicles's archived data:

On the **Archive Management** 1 tab, click on **Legal Archive** 2 > **Vehicles** 3.
The list of vehicles for the selected site is displayed

Select a different **Site** 4 if necessary. The list is updated.

Select the desired **vehicle** 5. The Year Overview for that vehicle is displayed.



All days for which data has been archived are colour-highlighted:

Archiving successful and digital signature is correct.

The digital signature is incorrect.

Day on which download took place:
driver card (only in the Driver Overview) or mass memory (only in the Vehicle Overview)

The archived data does not contain any activities

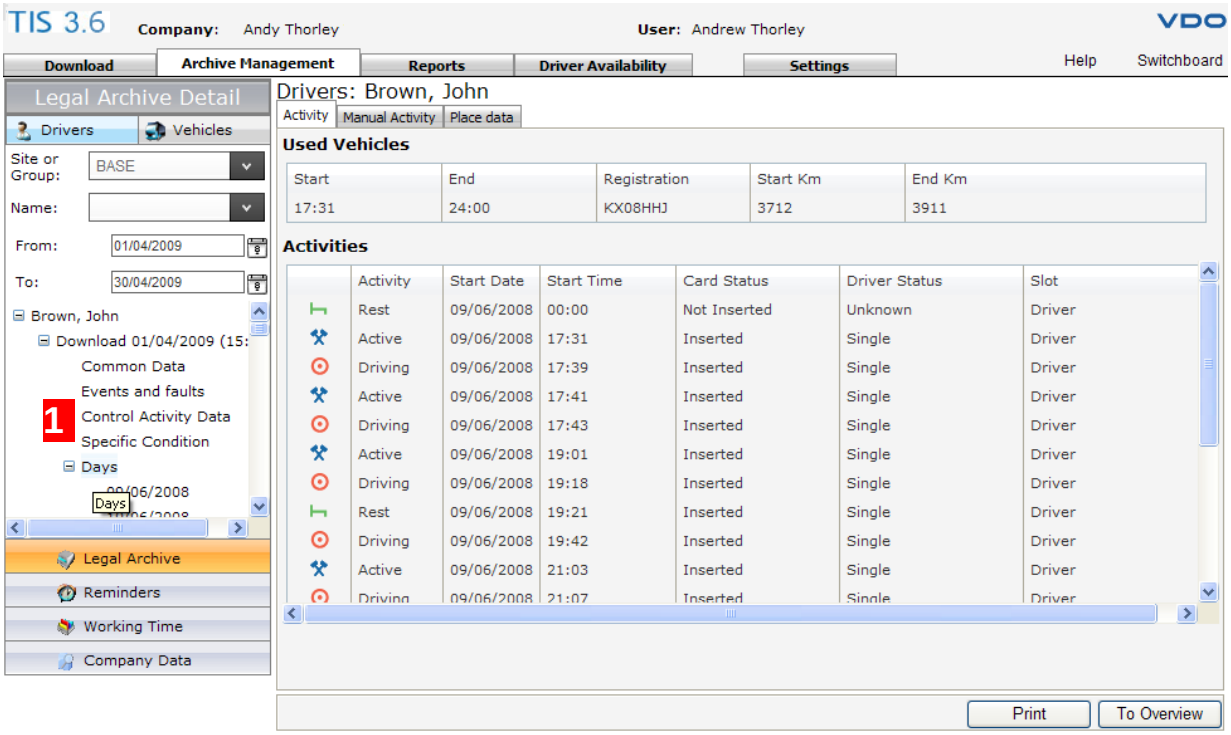
Archive data missing

Hold your mouse pointer over the day you want to view. A **window** 6 with detailed information about archived activities for that day is displayed. In the detailed view of Legal Archive, you can display the original data in the mass memory file.

Select the **date or month** to view and click **[open]**

The Legal Archive details page will be opened

Click on the **Legal Archive Details menu** 1 to expand and view the available data



The archive details may be printed and the detailed speed graph can also be viewed from this page

Please note that the speed graph can only be produced if the detailed speed data block was downloaded from the vehicle and archived in TIS-Web. If the detailed speed data is not available the speed graph button will be disabled.

Important
All details are displayed in UTC time in the detailed view of the archived files, not in the local time set for the account.

Vehicle Identification

VIN	Vehicle Identification Number (VIN).
Vehicle Registration Nation	Country ID of the state in which the vehicle was registered.
Vehicle Registration Number	Vehicle's official registration number (VRN).

Downloadable Period

Min. Downloadable Period Date	Start date of the data stored in the vehicle unit. This data is not necessarily contained in the current download file.
Min. Downloadable Period Time	Start time of the data stored in the vehicle unit.
Max. Downloadable Period Date	End date of the data stored in the vehicle unit. The whole available data period is only transferred from the digital tachograph during a full download.
Max. Downloadable Period Time	End time of the data stored in the vehicle unit.

Download Activity Data

Date of Download	Date of the download.
Time of Download	Time of the download.
Card Equipment Type	Type of card that was inserted for the download, e.g. "Company Card".
Card Number	Number of the card inserted for the download.
Company Name	Name of the company whose card was inserted for the download.

Other Data

Current date	Date of the current download.
Current Time	Time of the current download.
Status Card Slot Driver	Displays the type of card inserted into card slot 1 of the digital tachograph during the download, e.g. "Driver Card".
Status Card Slot CoDriver	Displays the type of card inserted into card slot 2 of the digital tachograph during the download, e.g. "Company Card".

Tip !
In order to comply fully with your archiving obligation you can be reminded of due downloads by reports.
Gap reports will give you a rapid overview of missing archived data.

To check archived data for drivers repeat this section but replace all references to Vehicle selection with Driver selection.

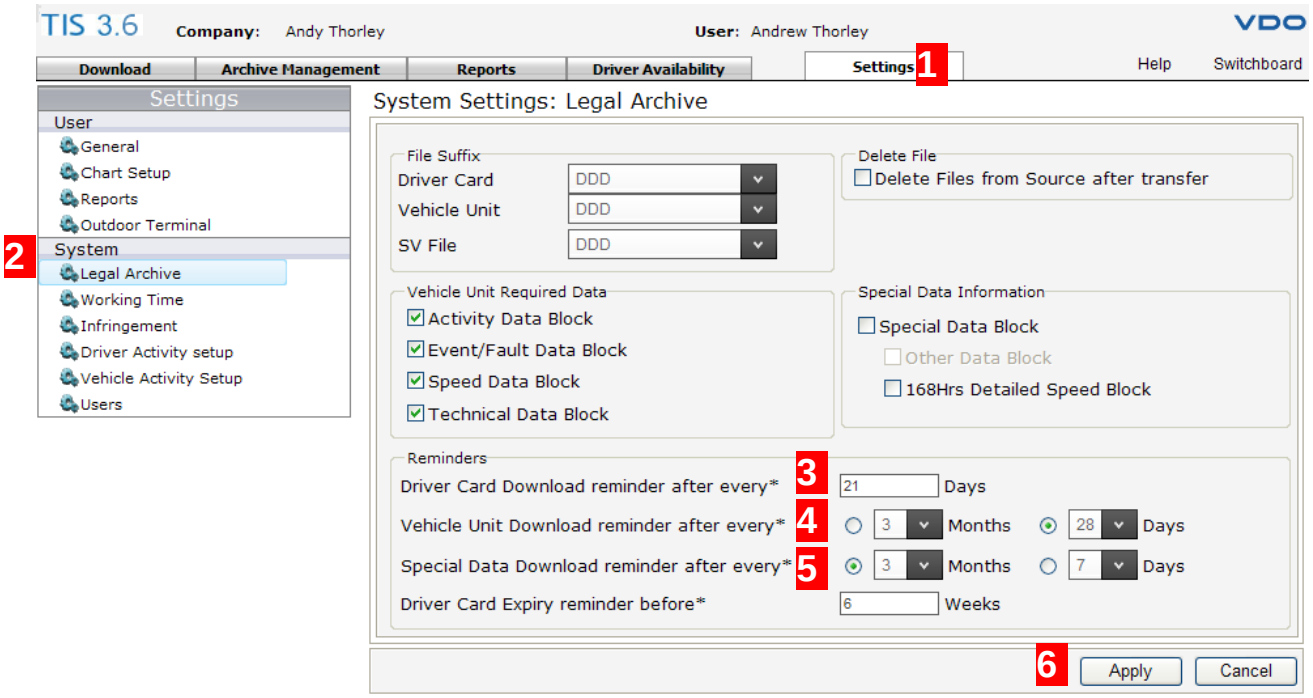
14.2 Schedule archives (Drivers and Vehicles)

The system allows the operator to specify archive settings in order to enable driver and vehicles files to be archived in compliance with national regulations.

Proceed as follows to modify the archive settings:

On the **Settings** 1 tab, click on **Legal Archive** 2.

The archive settings page is displayed.



Driver Card Download reminder after every ... Days 3	Text box to enter the number of days after which you will be reminded of due downloads; the default setting is 21 days. Values between 1 and 200 days can be entered. **Recommended UK = 28 Days** When creating the archive reminder report, the due date is calculated based on this setting and on the date of the last download. With new drivers the starting date is the last download date.
Vehicle Unit Download reminder after every ... **Months** 4	Text box to enter the number of months after which you will be reminded of due downloads; the default setting is 3 months. Values between 1 and 12 months can be entered. **Recommended UK = 1 Month** When creating the archive reminder report, the due date is calculated based on this setting and on the date of the last download.
Special Data Download Reminder after every … **Months** 5	Text box to enter the number of months after which you will be reminded of due downloads for the special data file that is available on a Continental Digital Tachograph; the default setting is 3 months. Values between 1 and 12 months can be entered This file is not mandatory so download periods are at the customers discretion.

Click on **[Apply]** 6 and confirm the message to apply the settings with **[OK]**.

Other settings on this page allow you to configure which data is downloaded to meet archiving requirements. Please refer to the configuration guide to ensure your settings are suitable.

14.3 Retrieve archived data (Drivers and Vehicles)

Click on **Archive Management** > **Legal Archive** > **Drivers** to restore archived driver card files from the archive and - if necessary - delete them from the Legal Archive. The restored files can be given to the authorities.

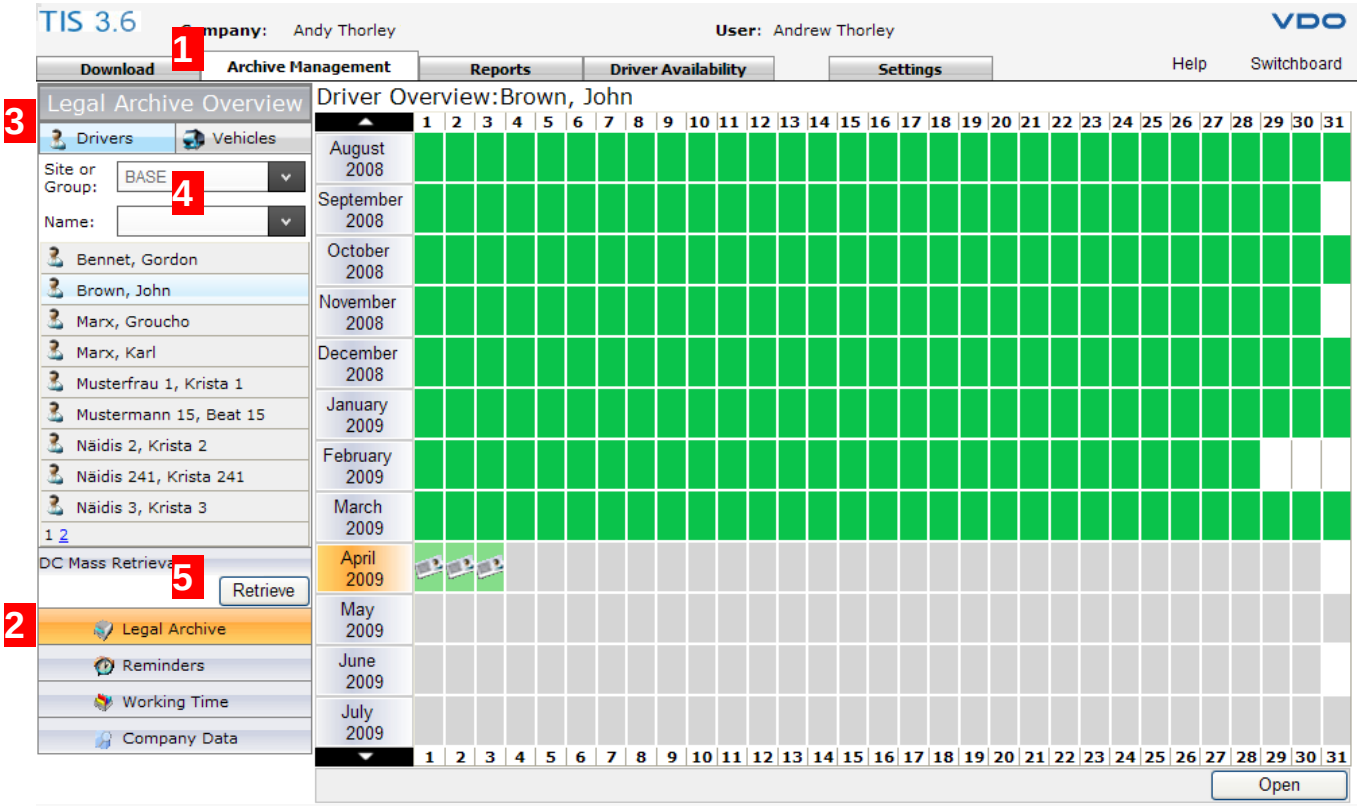
Important
When you start TIS-Web for the first time, the program creates a folder named **"C:\VKISCInt\Downloads"** on your computer's hard disk. The files restored from the TIS-Web database are transferred to this folder by default. You can use a different folder for restored files: create it as a default folder in **Settings** > **General** - but only if future files are always to be saved in this same location.

Important
If you have assigned a company card to a site, the retrieval of archived data is automatically protected. The retrieval procedure can then only be started by inserting the company card into the chip card reader.

Proceed as follows to restore archived driver card data:

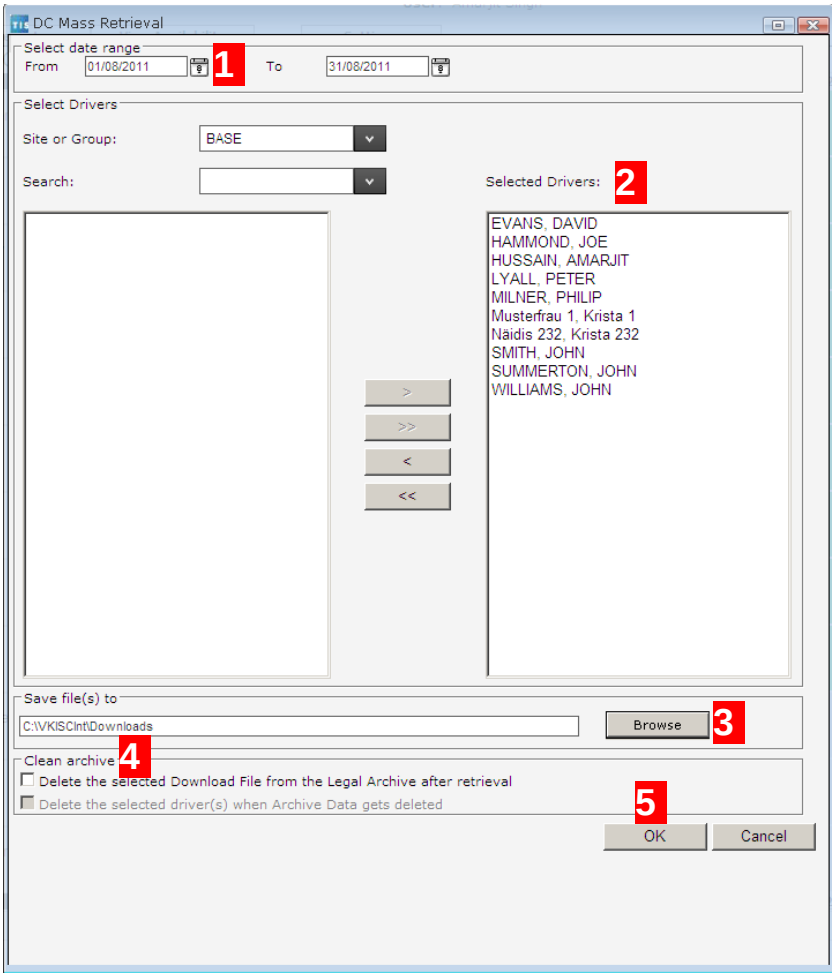
On the **Archive Management** 1 tab, click on **Legal Archive** 2 > **Drivers** 3.

The list of drivers for the selected site is displayed
Select a different Site 4 if necessary. The list is updated.



Click on **[Retrieve]** 5.

The Mass Retrieve Legal Data dialogue box opens.



Under **Select date range** 1, select the period for which the files are to be restored.
All files containing data from the selected period will be restored.

Under **Selected Drivers** 2, select either specific drivers or all drivers for whom you want to restore the files using the '>' or '>>' buttons. .

Select the **folder** 3 in which you want to save the restored files. You can specify any folder, or use the default folder defined in **Settings** > **General**.

Under **Clean archive** 4, you can specify whether or not the restored files are to be deleted.
The archived data will now be removed from the database and saved in the given target folder (original files).

Important
Only delete files from the archive if you are sure that you no longer need them - or re-archive them.

Click on **[OK]** 5 to restore the original files to the selected folder.
The files will be restored with their original file names and file date. A progress bar shows you the status of the data transfer.

When the files have been successfully restored, the Driver Card Retrieval Report will be displayed.

To retrieve archived data for vehicles repeat this section but replace all references to Driver selection with Vehicle selection.

15. How to re-assign a Driver Card

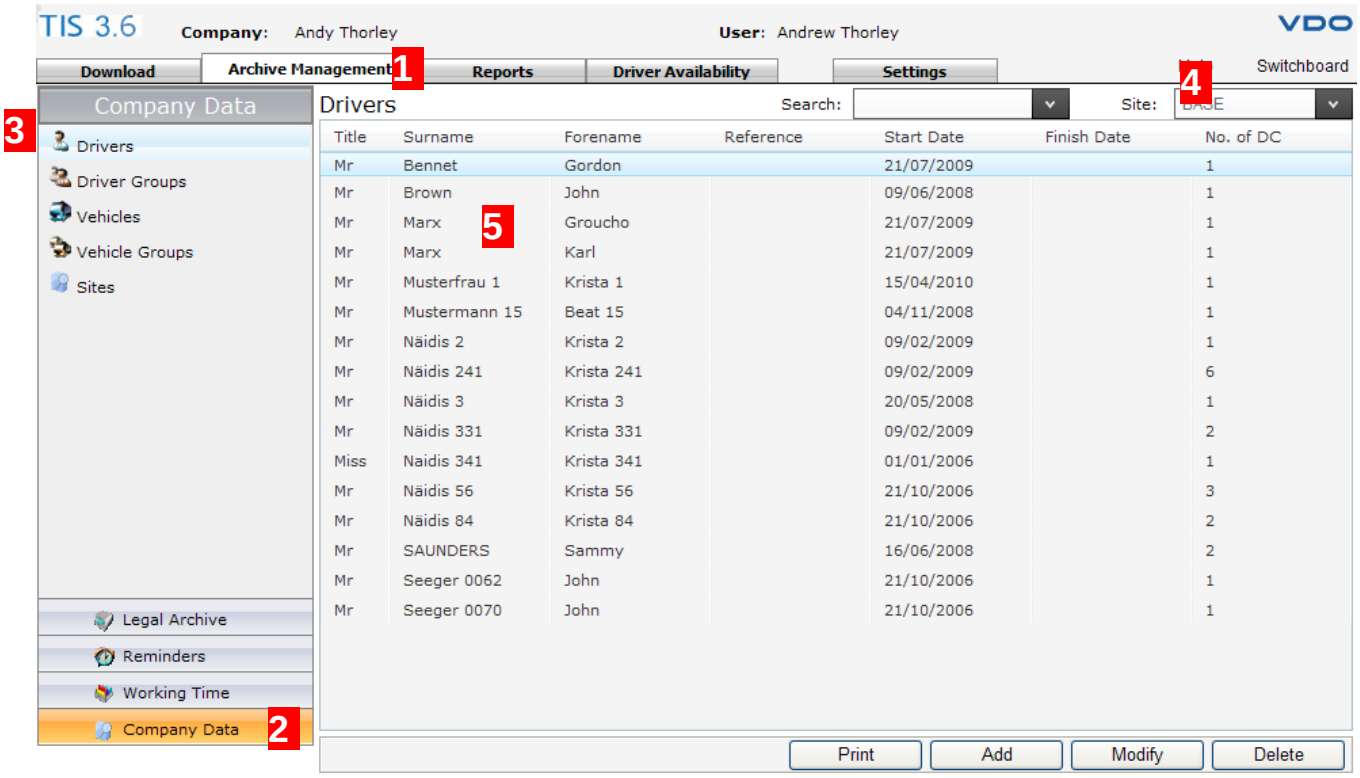
During download, a new driver card is automatically assigned to any existing driver in the site or account whose surname and first name match that on the card.
If there are several drivers in the company with the same surname and first name (e.g. father and son), the assignment of the driver cards may have to be corrected.

Proceed as follows to assign a driver card to a different driver:

On the **Archive Management** 1 tab, click on **Company Data** 2 > **Drivers** 3
The list of drivers for the selected site is displayed.

Select a different **Site** 4 if necessary.
The driver list is updated.

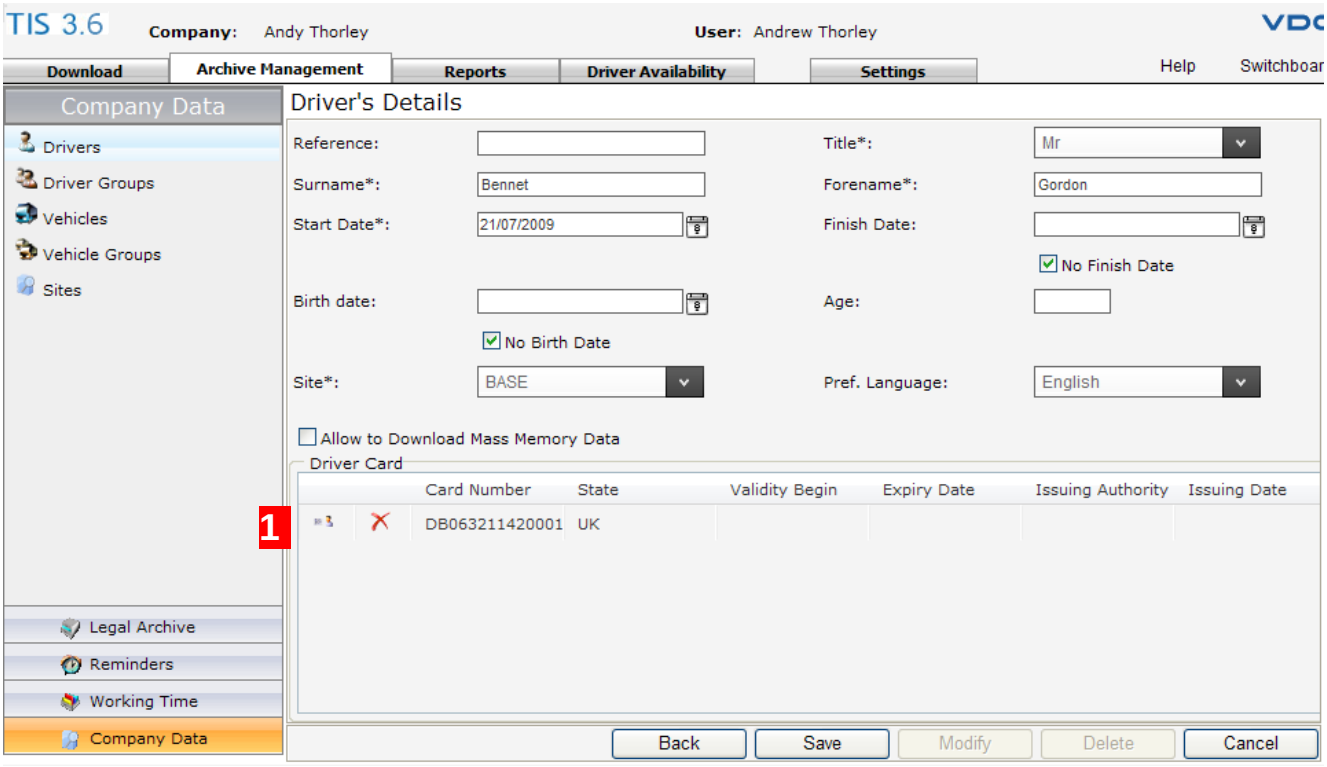
Double-click on the **driver** 5 you want to view or edit.



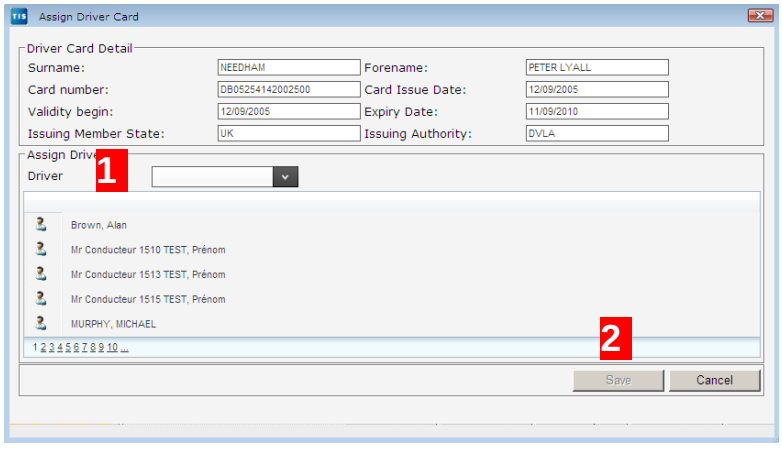
The page with the driver details is displayed.

The page will show the drivers details as added from the card. Under the driver details section is a list of all the assigned cards

Under **Driver Card** 1 click on the driver icon next to the card you wish to re-assign.



The Assign Driver Card dialogue box opens.
Under **Assign Driver** 1, select a driver to assign the card to and click on **[Save]** 2



Click on **[OK]** to confirm the message.

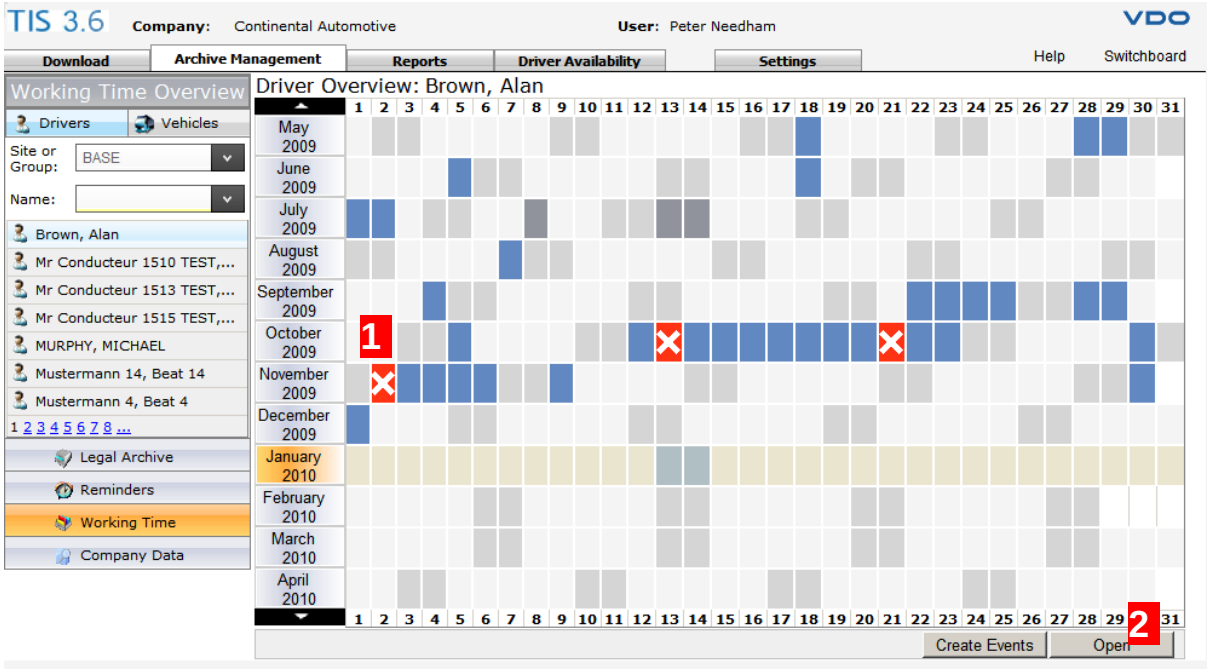
The driver card has now been assigned to the selected driver, **with all associated tachograph data.**

16. Resolve a data conflict - Overlap

During import of activity data, three types of overlap can occur:

- The tachograph data already exists.
  If identical tachograph data (identical activities and duration)are already saved in the database, the new tachograph data will not be imported. A relevant message will not be displayed.
- Time overlaps occur (due to clock differences on vehicles) which can be automatically adjusted.
  Adjustments will take place automatically, if they have been preset. A relevant message will not be displayed. Click on **Settings** > **Working Time** to specify how time overlaps should be automatically adjusted.
- There are time overlaps which cannot be automatically adjusted.
  Such data must be manually adjusted.

Overlaps will be displayed as a red cross 1 on the Archive Management > Working Time > Drivers / Vehicles overview.



Proceed as follows to adjust overlaps manually:

Select a day denoted as having a conflict by clicking on the **red cross** 1 and then click on **[Open]** 2

The **Conflicting Data Found** dialogue box displays simple diagrams to explain the nature of the conflict and provides several options for resolving overlaps.

To resolve the conflict by altering the data already stored in the database

Select 1 The first chart entry of the Existing Chart(s) Event(s) if you want to do the following with the existing tachograph data (The data already stored on the database): either

- Delete it from the database using the Delete Existing Chart/Event option, or
- Adjust it using the Move selected chart/event by option.
- Enter by how many hours and minutes the old data should be adjusted (earlier or later).

To resolve the conflict by altering the chart you are attempting to add

Select 2 The second chart entry of the Offending Chart if you want to do the following with the tachograph data to be added: either

- Not import it into the database (default) using the Ignore new chart option, or
- Adjust it using the Move selected chart/event by option.
- Enter by how many hours and minutes the new data should be adjusted (earlier or later).

To resolve the conflict by altering a possible second chart also in the database

Select 3 The third chart entry of the Existing Chart(s) Event(s) if you want to do the following with the existing tachograph data: either

- Delete it from the database using the Delete Existing Chart/Event option, or
- Adjust it using the Move selected chart/event by option.
- Enter by how many hours and minutes the old data should be adjusted (earlier or later).

Click on **[OK]** 4 to close the dialogue box.

The tachograph data will now either be deleted, ignored, adjusted and/or imported.

If the problem can't be solved, a corresponding message will be displayed and the tachograph data will not be adjusted. If this happens, check the stored (old) tachograph data and correct the driver, vehicle and/or date data where applicable. Now try to resolve the overlap(s) again.

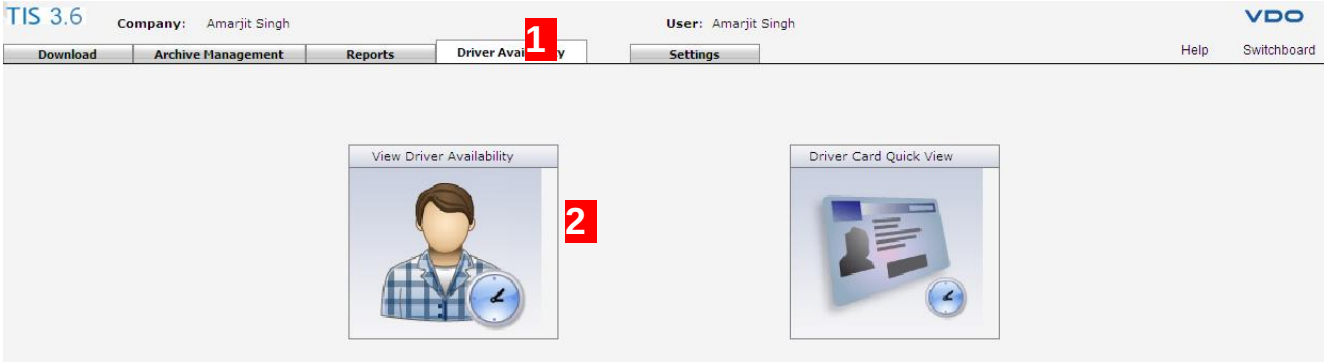
17. View Driver Availability

To prevent drivers from infringing the Drivers Hours Regulations, TIS-Web allows you to check how many hours a driver is still allowed to drive before he needs to take a daily or weekly rest.

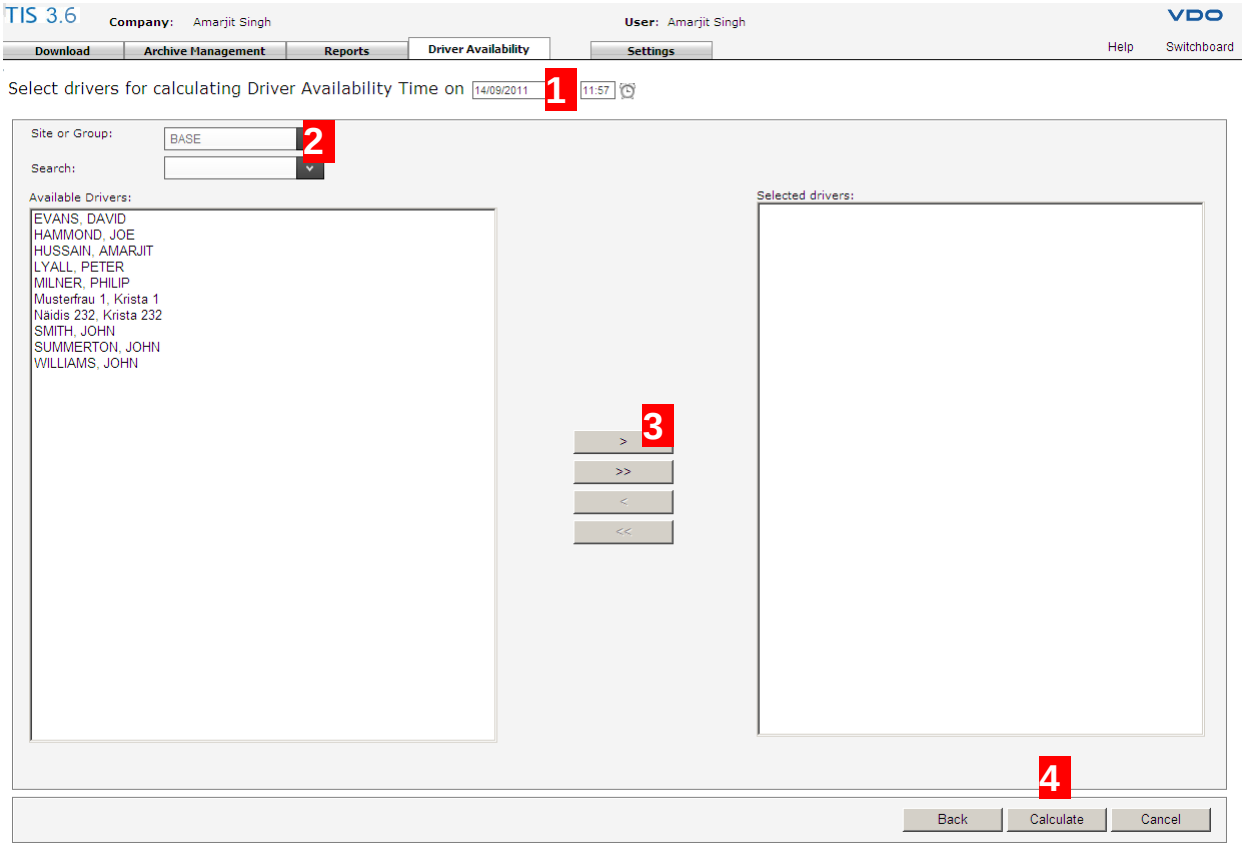
Important

TIS-Web needs up-to-date driver card download data in order to return correct results. If no up-to-date download data is available, TIS-Web will assume that a driver's availability is not limited. In order to obtain correct results, you should download the driver card in question before checking that driver's availability

Click **1** **Driver Availability** > **2** **View Driver Availability button**



The page for selecting the date, time and driver then opens. Specify the point in time for which availability should be checked. **1** The current date and time are set by default.

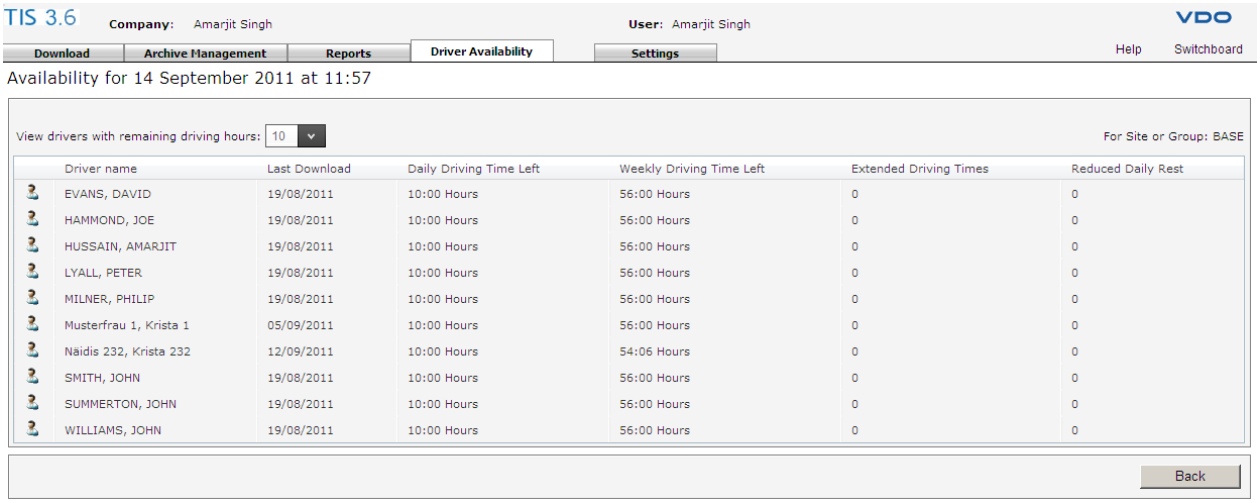


Select the 2 Site or Group.

Under **Available Drivers** 3, select either specific drivers or all drivers for whom you want to check availability, using the '>' or '>>' buttons. .

Click on 4, [Calculate] to start the check.

The page with the available driving times of the selected drivers is displayed. By default, all drivers are displayed that are available for 10 hours of driving (maximum daily driving time).



Driver name	Last Download	Daily Driving Time Left	Weekly Driving Time Left	Extended Driving Times	Reduced Daily Rest
EVANS, DAVID	19/08/2011	10:00 Hours	56:00 Hours	0	0
HAMMOND, JOE	19/08/2011	10:00 Hours	56:00 Hours	0	0
HUSSAIN, AMARJIT	19/08/2011	10:00 Hours	56:00 Hours	0	0
LYALL, PETER	19/08/2011	10:00 Hours	56:00 Hours	0	0
MILNER, PHILIP	19/08/2011	10:00 Hours	56:00 Hours	0	0
Musterfrau 1, Krista 1	05/09/2011	10:00 Hours	56:00 Hours	0	0
Näidis 232, Krista 232	12/09/2011	10:00 Hours	54:06 Hours	0	0
SMITH, JOHN	19/08/2011	10:00 Hours	56:00 Hours	0	0
SUMMERTON, JOHN	19/08/2011	10:00 Hours	56:00 Hours	0	0
WILLIAMS, JOHN	19/08/2011	10:00 Hours	56:00 Hours	0	0

Select fewer hours if you also want to display drivers with shorter remaining driving times.

Explanation

View drivers with remaining driving hours:	Specifies the number of remaining driving hours a driver must have in order to be included in the availability list. Values between 4 and 10 hours can be selected.
For Site or Group:	Indicates the site or driver group for which the availability check is to be carried out.
Driver name	Driver's surname and first name.
Last Download	Date of the last download archived for the driver in TIS-Web. Important: If this is not the current day's date, the availability check may produce incorrect results. Download the driver card.
Daily Driving Time Left	Driving time for which the driver is available before he has to take a daily rest.
Weekly Driving Time Left	Driving time for which the driver is available before he has to take a weekly rest.
Extended Driving Times	Indicates how often the driver has already exceeded his daily driving time limit in the current week - in compliance with the exception rule "Extended driving time".
Reduced Daily Rest	Indicates how often the driver has already reduced his daily rest time in the current week - in compliance with the exception rule "Reduced daily rest time".

18. Driver Card Quick View

Driver Card Quick View allows a user when inserting a Driver Card into a reader, to view possible future activities (availability) that can be undertaken by the driver.

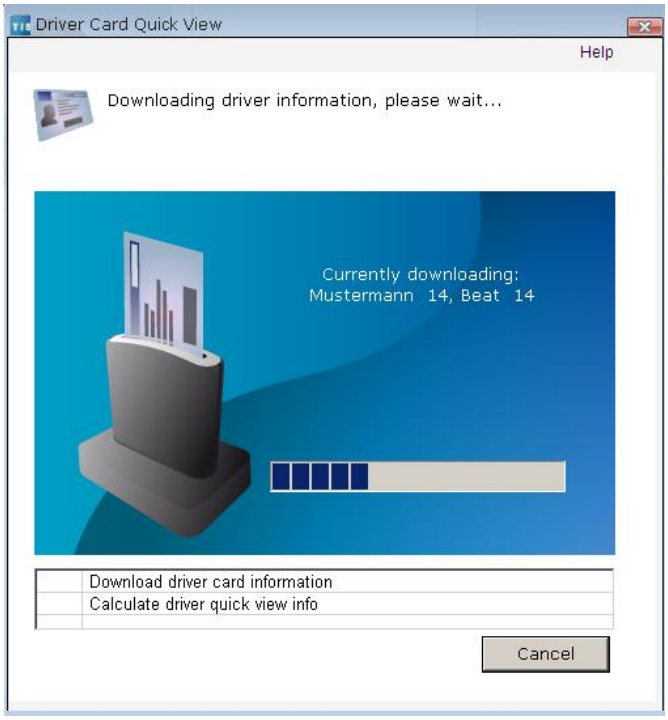
For example, the **Driver Card Quick View** function enables you to determine a driver's remaining driving time by checking his driver card. For this, the driver card data will be buffered during the download. If necessary, you can archive the data in TIS-Web after the check – in the same way as when saving downloaded driver card data. To read and download data from a driver card, the chip card reader must be connected to your computer via a USB port and the relevant driver must be installed

The Driver Card Quick View functionality will show the following information by reading data from the Driver Card:

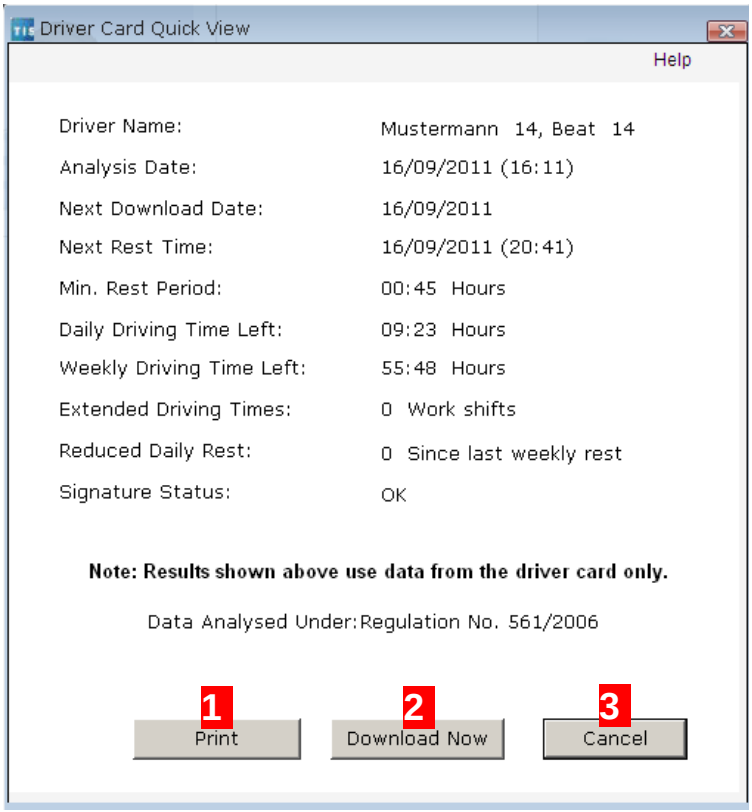
- Driver Name
- Analysis Date (Date & time)
- Next Download Date (Due Download to be calculated based on last download for this Driver and as per the Reminder settings in TIS-Web)
- Next Rest Time
- Min. Rest Period (Hours)
- Daily Driving Time Left (Hours)
- Weekly Driving Time Left (Hours)
- Extended Driving Times: N Days
- Reduced Daily Rest: N Days
- Signature Status: Ok or Defective

Click **1** **Driver Availability** > **2** **Driver Card Quick View button**

Insert the driver card into the chip card reader to check the information held on the Driver Card:

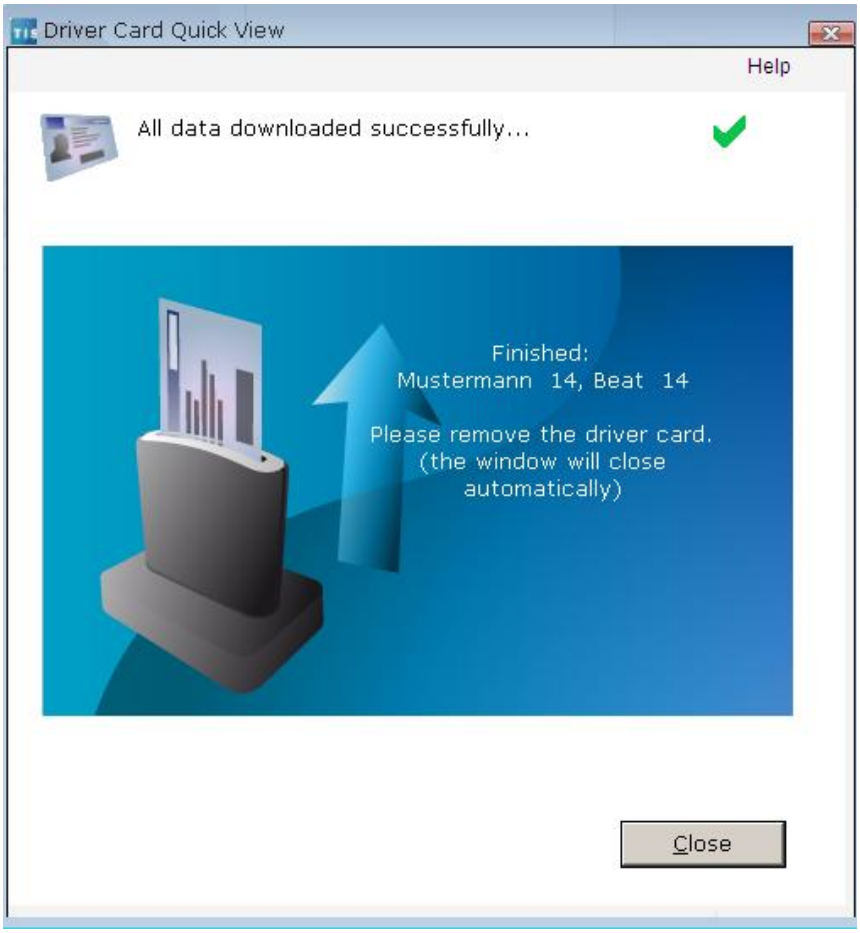


The **Driver Card Quick View** dialogue box shows details about remaining driving times and due rest periods:


Driver Card Quick View
Help
Driver Name: Mustermann 14, Beat 14
Analysis Date: 16/09/2011 (16:11)
Next Download Date: 16/09/2011
Next Rest Time: 16/09/2011 (20:41)
Min. Rest Period: 00:45 Hours
Daily Driving Time Left: 09:23 Hours
Weekly Driving Time Left: 55:48 Hours
Extended Driving Times: 0 Work shifts
Reduced Daily Rest: 0 Since last weekly rest
Signature Status: OK
Note: Results shown above use data from the driver card only.
Data Analysed Under: Regulation No. 561/2006
1
Print
2
Download Now
3
Cancel

Click on **[Print]** 1 if you want to save the list of remaining driving times as a report (Quick View Driver Info Receipt) or print it.

Click on **[Download Now]** 2 if you want to download the driver card data and archive it in TIS-Web. If not, the driver card data buffered in the cache will be discarded.



Click on **[Cancel]**3 to return to the **Driver Availability** tab.

Do not remove the driver card from the card reader while data is being downloaded. This could corrupt the data and even damage the driver card.

19. TIS Track&Trace

TIS Track&Trace is an efficient and economic solution for fleet operators who wish to maximise the productivity of their fleets and also need to know exactly where their vehicles are located and where they have been. Simply by knowing a vehicle's current position and route information can increase productivity, improve customer service and can considerably improve fleet efficiency. An analysis and comparison of routes driven can lead to better job allocation, improved response times, route and schedule planning and optimised driving behaviour. Exact information about the location of deliveries and estimated delivery times are available at any time, increasing customer satisfaction.

TIS-Web® users can easily sign up to TIS Track&Trace as an additional Web service. The vehicles merely have to be equipped with the VDO Wide Range DLD® Remote Download Device.

Current position

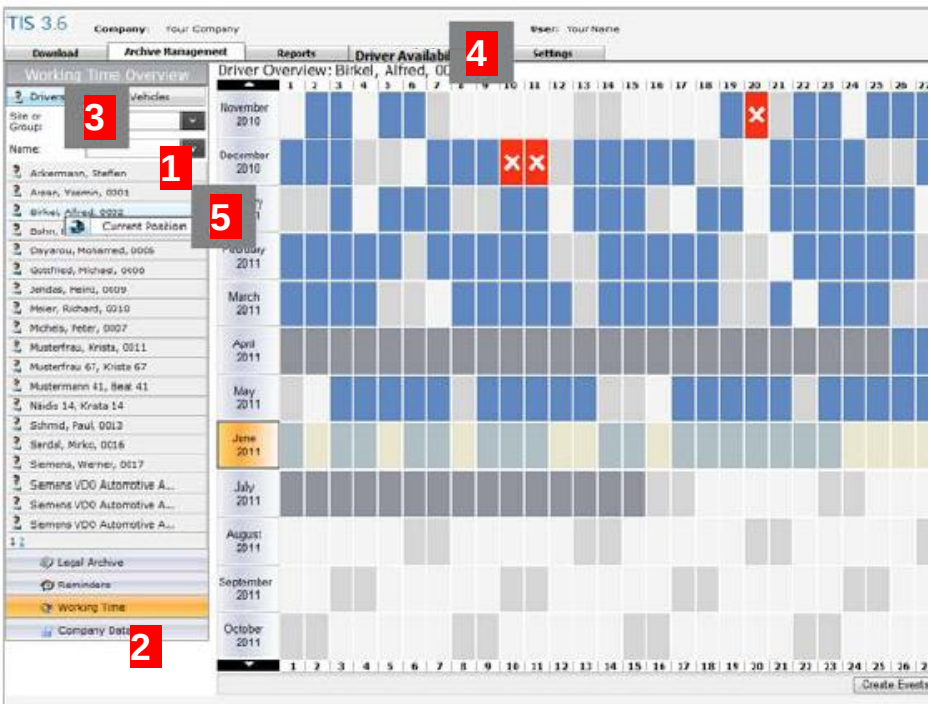
There are two ways to display the last known position transmitted for a vehicle or driver:

• via the **Archive Management** tab in the **Working Time** module or

• **via the** Driver Availability **tab.**

Selecting the driver or vehicle

Choose **Archive Management** 1 > **Working Time** 2 and specify whether you want to view current information about a vehicle or driver. 3

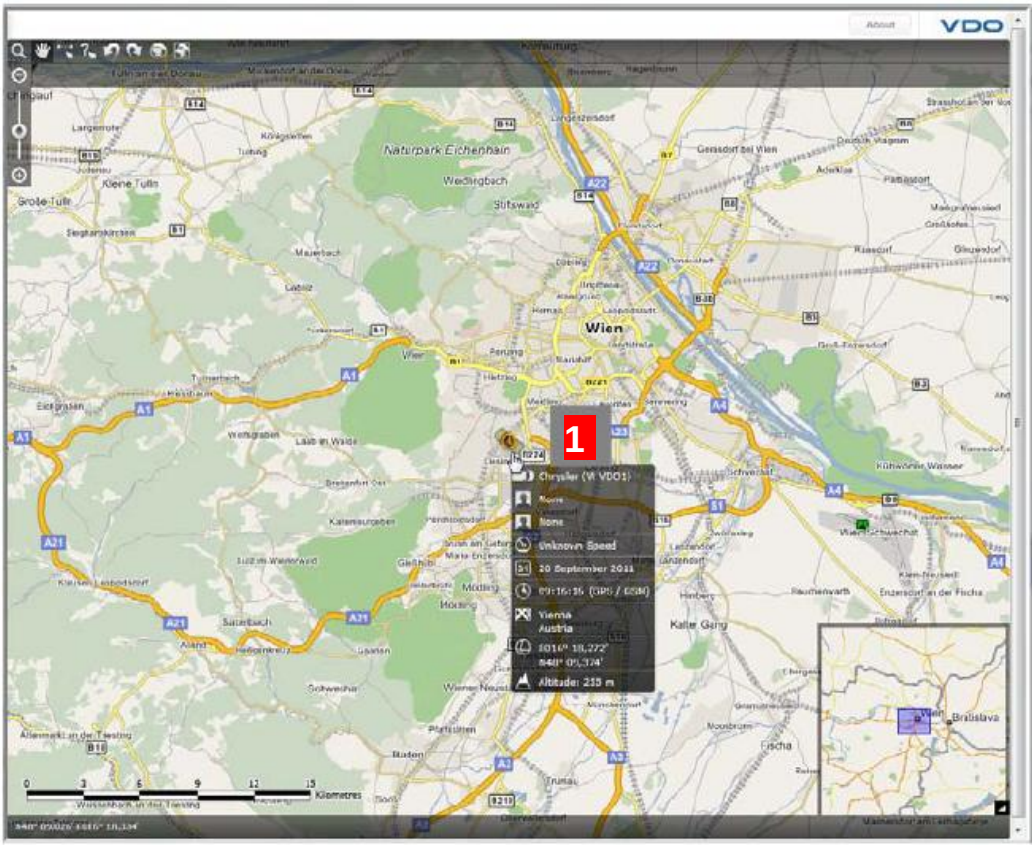


OR

On the **Driver Availability** tab, 4 display the list of drivers with remaining driving times.

Right-click on a vehicle registration number or a driver name in the list and then select **Current Position**.5

The map view window then opens.



Map view loading may take some time. If no current positioning data is available, a corresponding message will be displayed

To display details about the current position hold your mouse pointer over the vehicle symbol 1 on the map.

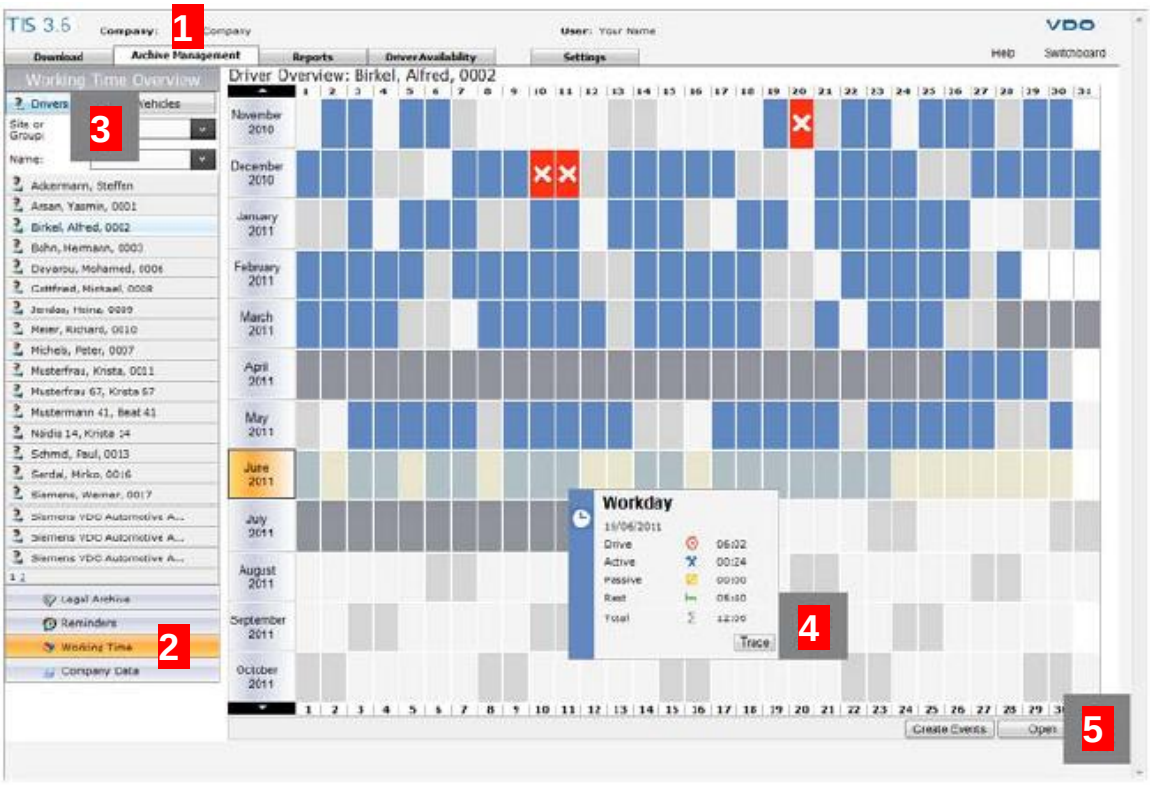
In the map view you can:

- zoom in a map section or zoom out of the map to display less detail.
- move the map section.
- display the area around the current map section.
- measure distances in the map.

Route Information

Selecting the driver or vehicle

Choose **Archive Management** 1 > **Working Time** 2 and specify whether you want to view route information for a vehicle or driver. 3

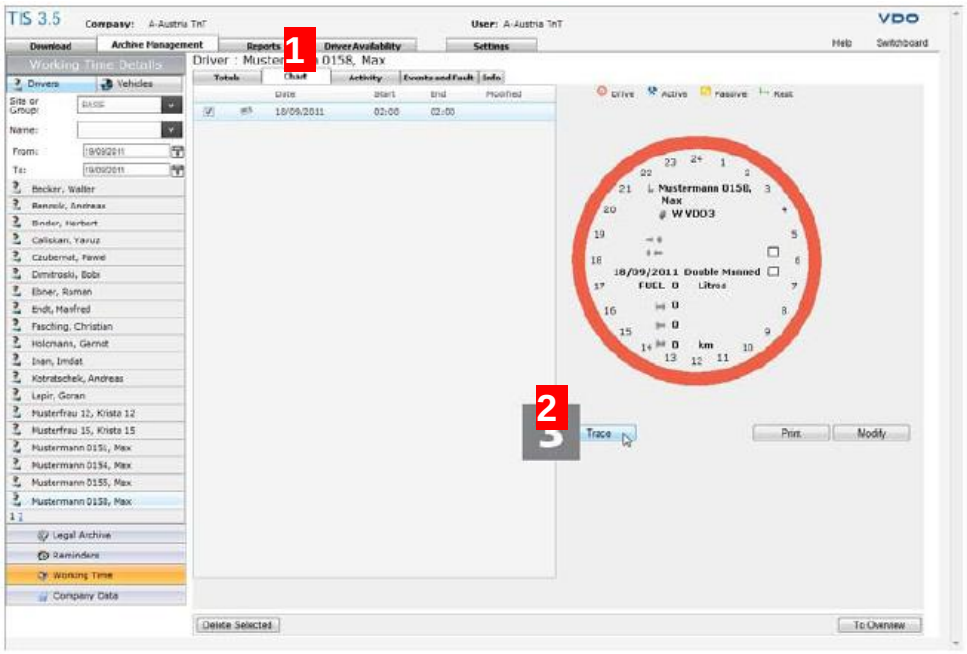


There are two ways to display route information:

Hold the mouse pointer over the day for which you want to display route information and then click on **[Trace]** in the Quick Info. 4

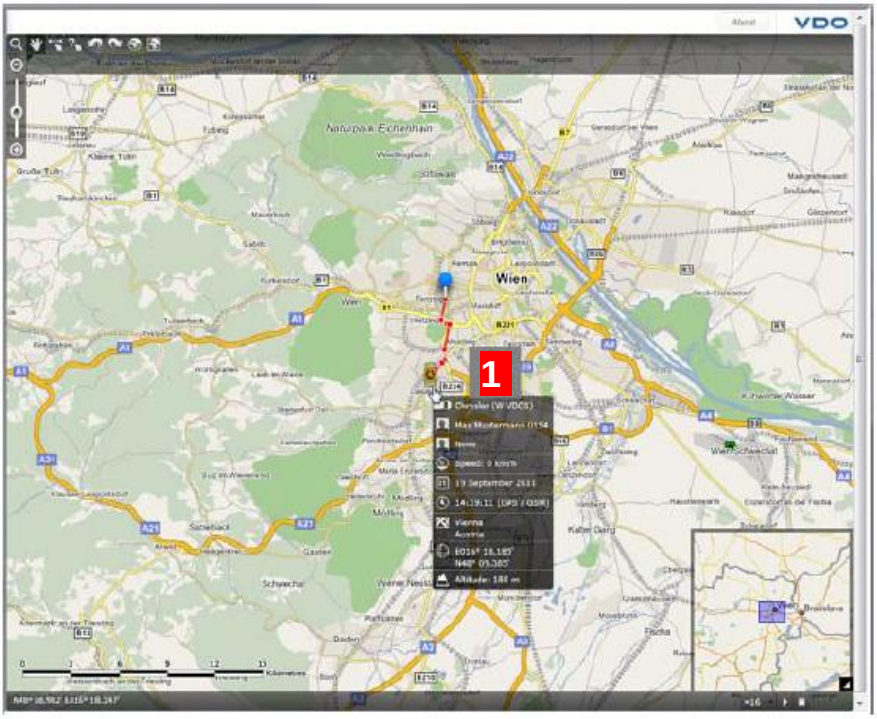
OR

In the calendar select a day or a period and click on **[Open]**. 5



Switch to the **Chart** tab, 1 select a data record and then click on **[Trace]**.2

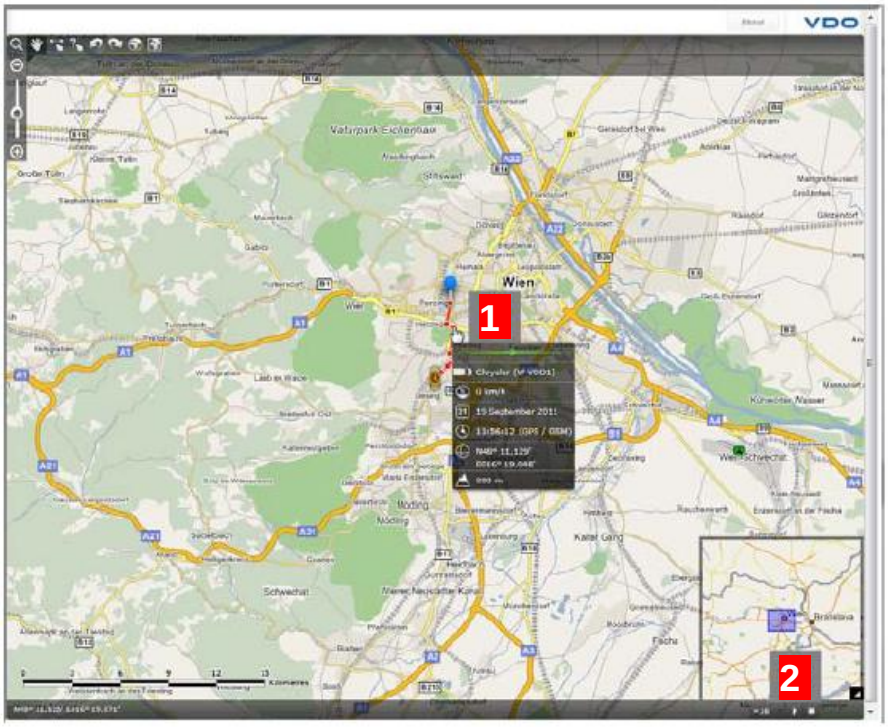
The map view window then opens.



Hold your mouse pointer over the vehicle symbol. 1 A Quick Info with detailed information about the current position is displayed.

Map view loading may take some time. If no current positioning data is available, a corresponding message will be displayed

Hold the mouse pointer over a route node. 1 A Quick Info with detailed information about the current position message is displayed. 2



In the map view you can display the driven route's animation. The route is shown in fast motion.

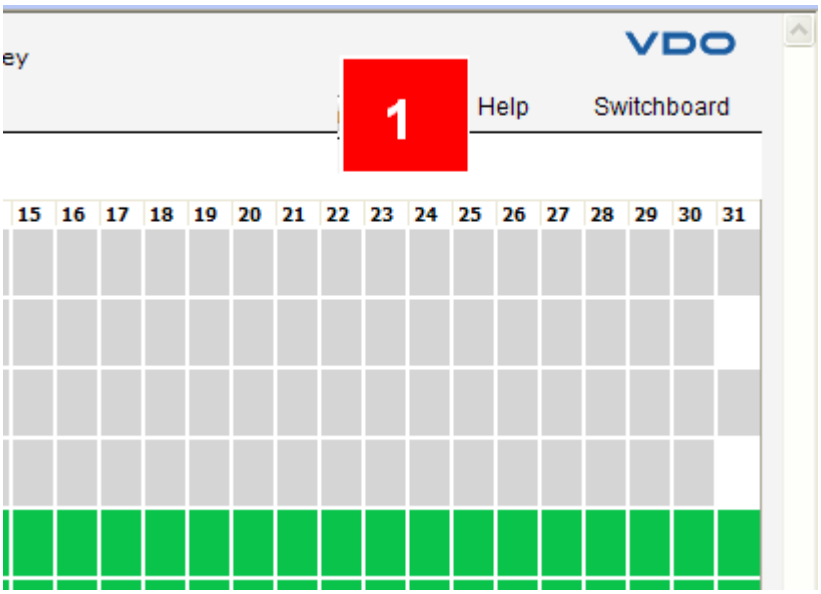
Click on to start the animation.

20. Get Further Help

TIS-Web offers a context-sensitive Help for the open editing window. If there is no help topic available for an editing window, the first page of the Help will be displayed. From there you can

- Use the links to switch to a related topic, e.g. Download.
- Switch to the Contents tab.
  On the Contents page you can select and display any topic.
- Switch to the Index tab.
  Enter a term to search the index, select and display a topic.
- Switch to the Search tab.
  Enter any keyword to search the Help, select and display a topic.

Context sensitive help can be accessed from most pages by clicking the **Help** 1 link at the top of most pages.



Tip !
Use the Favorites tab to create your own Help that includes topics that you want to explore further at a later date.

As well as topics on the individual TIS-Web pages, windows and dialogue boxes, you will also find a Glossary with explanations of specialist terms and abbreviations.

You can adjust the position and size of the Help window to your requirements. Both settings are saved until you finish working with TIS-Web.

Important
The program interface elements and TIS-Web functions are described in this Help, regardless of whether they are available for your user level or not.

Should the on-line help not be sufficient to guide you further information is available on the main page of the web site and contact details for our help desk are also available.

Appendix 1

Driver Reports

Company Name : Continental Automotive

Period from : 01/06/09 to 30/06/09

Driver Infringement Report

Site or Group: BASE

Driver name: Crest, Peter

Driver Code:

Day	Detection Date	Detection Time	Infringement Code / Article	Seriousness	Description
Thu	11/06/09	16:13	I31 [Article 7] /Insufficent break for cumulative driving	Substantial	Insufficient break for cumulative driving. The cumulative driving period started at 10:34 on 11/06/09. The infringement was detected at 16:13 on 11/06/09. Cumulative break = 00:28. Cumulative driving period = 05:23.
Thu	11/06/09	18:34	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 18:34 on 11/06/09. The reduced daily rest = 10:54.
Fri	12/06/09	06:50	I02 [Article 8(2) and Article8(4)] /Insufficient daily rest, no reductions available (EC 561/2006)	Substantial	Insufficient daily rest, no reductions available The infringement was reported at 06:50 on 12/06/09. The insufficient daily rest = 10:08.
Fri	12/06/09	16:21	I31 [Article 7] /Insufficent break for cumulative driving	Critical	Insufficient break for cumulative driving. The cumulative driving period started at 11:04 on 12/06/09. The infringement was detected at 16:21 on 12/06/09. Cumulative break = 00:44. Cumulative driving period = 07:51.
Fri	12/06/09	20:33	I22 [Article 6(1)] /Total daily driving excessive	Minor	Total daily driving excessive - EEC. Total daily driving of 10:09 hours. The infringement was detected at 20:33 on 12/06/09.
Mon	15/06/09	21:13	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 21:13 on 15/06/09. The reduced daily rest = 09:08.
Tue	16/06/09	06:21	E31 [Article 6 (1)] /Increased daily driving.		Increased daily driving. Increased daily driving = 09:23.
Tue	16/06/09	11:30	I31 [Article 7] /Insufficent break for cumulative driving	Minor	Insufficient break for cumulative driving. The cumulative driving period started at 06:21 on 16/06/09. The infringement was detected at 11:30 on 16/06/09. Cumulative break = 00:00. Cumulative driving period = 04:31.
Tue	16/06/09	20:06	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 20:06 on 16/06/09. The reduced daily rest = 10:15.

Legend: Minor | Substantial | Severe | Critical

Analysed By : Peter Needham

12/03/10 15:10

Report Analysed Under : Regulation No. 561/2006

Driver Card Archive Summary

Site or Group: BASE

Driver Name: Brown, Alan | Driver Code : | Card Number: 5000000000203000

Download Date	First Activity	Last Activity	Last Event	Last Fault	Last Control	File Name	File Size in KBytes
Thu, 14/01/10 09:11	Mon, 30/06/08 01:00	Thu, 14/01/10 08:30	Fri, 29/05/09	Wed, 28/01/09	Wed, 19/11/08	C_20100114_0911_A_Brown 5_50000000002030.DDD	21.17
Thu, 14/01/10 09:11	Mon, 30/06/08 01:00	Thu, 14/01/10 09:14	Fri, 29/05/09	Wed, 28/01/09	Thu, 14/01/10	C_20100114_0911_A_Brown 5_50000000002030.DDD	20.88
Number of Files: 2							**Total KBytes: 42.05**

Driver Name: Brown, Alan | Driver Code : | Card Number: 5000000000212000

Download Date	First Activity	Last Activity	Last Event	Last Fault	Last Control	File Name	File Size in KBytes
Tue, 01/12/09 15:23	Thu, 07/08/08 01:02	Tue, 01/12/09 15:23	Wed, 01/07/09		Fri, 05/06/09	C_20091201_1523_A_Brown 14_50000000002120.DDD	21.17
Tue, 01/12/09 15:23	Thu, 07/08/08 01:02	Tue, 01/12/09 15:23	Wed, 01/07/09		Fri, 05/06/09	C_20091201_1523_A_Brown 14_50000000002120_1.DDD	21.17
Number of Files: 2							**Total KBytes: 42.34**

Daily Driver Activity Protocol

Site or Group: BASE	Date: Mon, 05/10/09
Driver Name: Brown, Alan	Driver Code :

For DTCO:

Registration No: BV58SGZ

Vehicle Code:

Card Number: 5000000000203000

Start Location:

Odometer Start:

End Location: UK

Odometer End:

Card Insertion Time:

Card Withdrawal Time:

Start Time	Activity					Dist. KM	Fuel Cons.	Avg. Speed	Slot	Drv. Status	Card Status
11:09			00:32						1		Inserted
11:41					00:01				1		Inserted
11:42		00:03							1		Inserted
11:45					00:24				1		Inserted
12:09		00:07							1		Inserted
12:16					00:31				1		Inserted
12:47		00:02							1		Inserted
12:49			00:50						1		Inserted
13:39				01:44					1		Inserted
15:23											
∑		**00:12**	**01:22**	**01:44**	**00:56**						

Shift Total	**00:12**	**01:31**	**01:44**	**00:56**	
Average Per Shift	**4.56%**	**34.6%**	**39.54 %**	**21.29%**	
Average Per Day	**0.83%**	**6.32%**	**7.22%**	**3.89%**	

Company Name: Continental Automotive UK

Period from : 15/06/09 to 19/06/09

Driver Activity Protocol

Site or Group: BASE

Driver Name: Smith, Peter

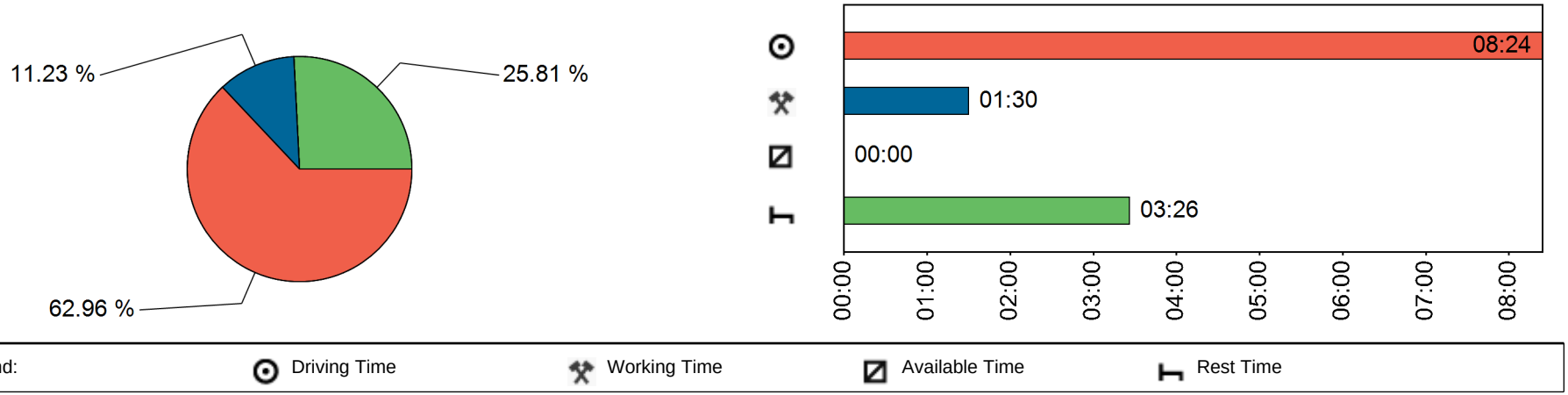
Driver Code :

Day	Date	Shift			⊙	⚒	◪	⊙⚒◪	🛏	Vehicle	Dist.	Speed	Fuel Cons.	Average Cons.
		Start	End	Total										
Mon	15/06/09	06:51	17:31	10:40	05:51	02:34		08:25	02:15	07WX7777				
Mon	15/06/09	18:01	21:13	03:12	02:54	00:18		03:12		07WX7777				
Tue	16/06/09	06:21	20:06	13:45	09:23	01:41		11:04	02:41	07WX7777				
Wed	17/06/09	07:19	20:10	12:51	08:57	01:38		10:35	02:16	07WX7777				
Thu	18/06/09	07:44	20:48	13:04	08:31	00:55		09:26	03:38	07WX7777				
Fri	19/06/09	06:55	20:09	13:14	06:26	00:24		06:50	06:24	07WX7777				
∑	**5 Days**			**66:46**	**42:02**	**07:30**		**49:32**	**17:14**					
Total	**5 Days**			**66:46**	**42:02**	**07:30**		**49:32**	**17:14**					

Percentage Per Period :

Average Activity Per Day :

Driver Activity Protocol



Company Name: Continental Automotive

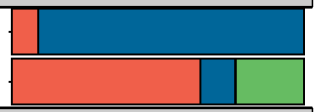
Period from : 01/06/09 to 30/06/09

Driver Activity Summary

Site or Group: BASE

Period from : 01/06/09 to 30/06/09

Driver Code	Driver Name	No. of Days	Total Shift	⊙	⚒	⊠	⊙⚒⊠	⊢	⊠⚒/⊙	Dist.
	Brown, Alan	2	05:20	00:29	04:51	00:00	05:20	00:00	90.94 %	
	Crest, Peter	20	240:12	154:48	28:50	00:11	183:49	56:23	15.79 %	
∑			**245:32**	**155:17**	**33:41**	**00:11**	**189:09**	**56:23**	**17.9 %**	
Driver average (2)			**122:46**	**77:38**	**16:50**	**00:05**	**94:34**	**28:11**		



* Distance has been taken from chart total

Legend: Driving Time | Working Time | Available Time | Rest Time

Driver Event And Fault Report

Site or Group: BASE

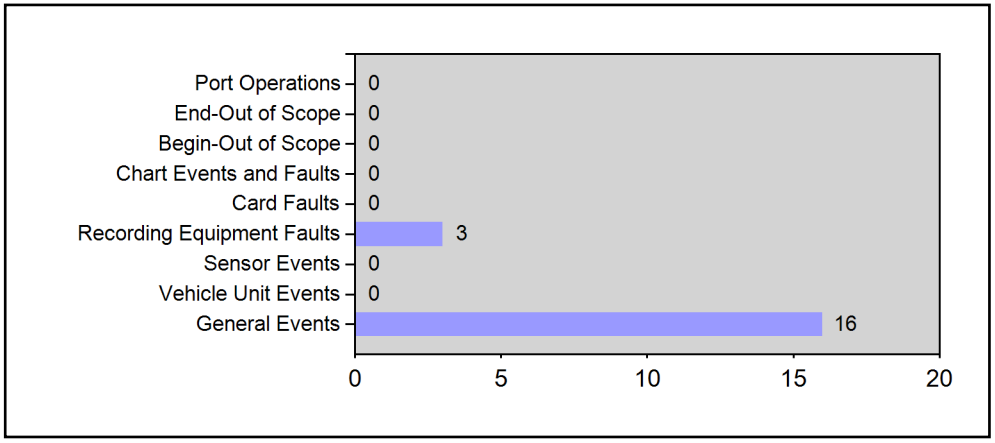
Driver Name: Brown, Alan

Driver Code :

Begin		End		Duration	Vehicle	Event Type	
Date	Time	Date	Time				
Thu, 18/06/09	16:23	Thu, 18/06/09	16:39	00:16	BV58SGZ	8	Power supply interruption : General Events
Wed, 01/07/09	14:28	Wed, 01/07/09	14:29	00:01	VDO123	8	Power supply interruption : General Events
Wed, 01/07/09	14:29	Wed, 01/07/09	14:29		VDO123	8	Power supply interruption : General Events
Sat, 17/10/09	19:09	Sat, 17/10/09	22:54	03:45	A30BBB	8	Power supply interruption : General Events
Total				**231:54**		**19**	

Totals for the Period from 01/11/08 to 31/10/09

Event Type	Number	Duration
General Events	16	231:54
Vehicle Unit Events	0	
Sensor Events	0	
Recording Equipment Faults	3	
Card Faults	0	
Chart Events and Faults	0	
Begin-Out of Scope	0	
End-Out of Scope	0	
Port Operations	0	



Driver Infringement Report

Site or Group: BASE

Driver name: Crest, Peter

Driver Code:

Day	Detection Date	Detection Time	Infringement Code / Article	Seriousness	Description
Thu	11/06/09	16:13	I31 [Article 7] /Insufficent break for cumulative driving		Insufficient break for cumulative driving. The cumulative driving period started at 10:34 on 11/06/09. The infringement was detected at 16:13 on 11/06/09. Cumulative break = 00:28. Cumulative driving period = 05:23.
Thu	11/06/09	18:34	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 18:34 on 11/06/09. The reduced daily rest = 10:54.
Fri	12/06/09	06:50	I02 [Article 8(2) and Article8(4)] /Insufficient daily rest, no reductions available (EC 561/2006)		Insufficient daily rest, no reductions available The infringement was reported at 06:50 on 12/06/09. The insufficient daily rest = 10:08.
Fri	12/06/09	16:21	I31 [Article 7] /Insufficent break for cumulative driving		Insufficient break for cumulative driving. The cumulative driving period started at 11:04 on 12/06/09. The infringement was detected at 16:21 on 12/06/09. Cumulative break = 00:44. Cumulative driving period = 07:51.
Fri	12/06/09	20:33	I22 [Article 6(1)] /Total daily driving excessive		Total daily driving excessive - EEC. Total daily driving of 10:09 hours. The infringement was detected at 20:33 on 12/06/09.
Mon	15/06/09	21:13	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 21:13 on 15/06/09. The reduced daily rest = 09:08.
Tue	16/06/09	06:21	E31 [Article 6 (1)] /Increased daily driving.		Increased daily driving. Increased daily driving = 09:23.
Tue	16/06/09	11:30	I31 [Article 7] /Insufficent break for cumulative driving		Insufficient break for cumulative driving. The cumulative driving period started at 06:21 on 16/06/09. The infringement was detected at 11:30 on 16/06/09. Cumulative break = 00:00. Cumulative driving period = 04:31.
Tue	16/06/09	20:06	E11 [Article 4 (g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 20:06 on 16/06/09. The reduced daily rest = 10:15.

Legend: Minor Substantial Severe Critical

Report Analysed Under : Regulation No. 561/2006

Continental Automotive UK
36 Gravelly Industrial Park
Birmingham
UK
B248TA

Our Ref ,

Dear Mr. Smith, Peter

Date 06/05/10

Your tachograph charts have been examined and the following problems have been found:

Mon 08/06/09	[Article 4(g), 8 (2) , Article 8(5) & Article9] /Insufficient daily rest.		Insufficient daily rest. The infringement was reported at 08:53 on 08/06/09. The insufficient daily rest = 07:15.
Tue 09/06/09	[Article 6(1)] /Total daily driving excessive		Total daily driving excessive - EEC. Total daily driving of 16:27 hours. The infringement was detected at 09:52 on 09/06/09.
Wed 10/06/09	[Article 4(g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 19:46 on 10/06/09. The reduced daily rest = 09:42.
Thu 11/06/09	[Article 6(1)] /Increased daily driving.		Increased daily driving. Increased daily driving = 09:56.
Thu 11/06/09	[Article 7] /Insufficent break for cumulative driving		Insufficient break for cumulative driving. The cumulative driving period started at 10:34 on 11/06/09. The infringement was detected at 16:13 on 11/06/09. Cumulative break = 00:28. Cumulative driving period = 05:23.
Thu 11/06/09	[Article 4(g), Article 8(2)] /Reduced daily rest.		Reduced daily rest. The exception was reported at 18:34 on 11/06/09. The reduced daily rest = 10:54.

Legend: Minor | Substantial | Severe | Critical

It is a legal requirement that these problems are brought to your attention.

Produced_____ Received_____

Company Name : Continental Automotive UK

Driver List

Site or Group: BASE

Title	Driver Name	Driver Code	Birth Date	Hiring Date	Finish Date	Site	No. of DC
Mr.	Brown, Alan		Fri, 01/04/55	Wed, 17/10/07		BASE	4
Mr.	Dunn, Chris			Wed, 14/12/05		BASE	1
Mr.	Edwards, Jon			Wed, 14/12/05		BASE	1
Mr.	Fisher, David			Wed, 14/12/05		BASE	1
Mr.	MURPHY, MICHAEL			Wed, 14/01/09		BASE	1
Mr.	Mustermann 14, Beat 14		Wed, 12/12/73	Thu, 07/08/08		BASE	0
Mr.	Mustermann 4, Beat 4			Tue, 12/01/10		BASE	1
Mr.	Mustermann 5, Beat 5		Wed, 12/12/73	Mon, 30/06/08		BASE	0
Mr.	Näidis 10, Krista 10			Wed, 14/12/05		BASE	8
Mr.	Näidis 224, Krista 224			Wed, 14/12/05		BASE	2
Mr.	Näidis 58, Krista 58			Wed, 14/12/05		BASE	3
Mr.	Näidis 84, Krista 84			Wed, 14/12/05		BASE	2
Mr.	NEEDHAM, PETER LYALL		Wed, 11/03/53	Thu, 27/10/05		BASE	1
Mr.	Seeger 0031, John			Wed, 14/12/05		BASE	1
Mr.	Seeger 0033, John			Wed, 14/12/05		BASE	1
Mr.	Seeger 0034, John			Wed, 14/12/05		BASE	1
Mr.	Seeger 0036, John			Wed, 14/12/05		BASE	1
Mr.	Seeger 0062, John			Wed, 14/12/05		BASE	1
Mr.	Seeger 0070, John			Wed, 14/12/05		BASE	1
Mr.	Siemens VDO Automotive AG, Test Fahrer 0020			Wed, 14/12/05		BASE	1
Mr.	Siemens VDO Automotive AG, Test Fahrer 0030			Wed, 14/12/05		BASE	1
Mr.	Smith, Peter		Sat, 15/01/72	Wed, 01/10/08		BASE	1
Mr.	TACHOGRAPH, SMART			Wed, 14/12/05		BASE	1

Working Day Test

Site or Group: BASE

Driver Name:Crest,Peter Driver Code:

N - Normal Daily Rest
S - Split Daily Rest
R - Reduced Daily Rest
D - Full Double Manning daily rest
F - Full Ferry daily rest
RF - Reduced ferry daily rest

NW - No Weekly Rest
RW - Reduced Weekly Rest
FW - Full Weekly Rest

Start Date	Start Time	Finish Date	Finish Time	Type of Daily Rest	Daily Rest Period	Judicial Daily Rest Period	Type of Weekly	Weekly Rest Period
01/06/09	04:51	02/06/09	07:26	R	09:35	09:35		00:00
02/06/09	07:26	03/06/09	06:36	R	09:41	09:41		00:00
03/06/09	06:36	04/06/09	03:52	R	09:02	09:02		00:00
04/06/09	03:52	05/06/09	07:30	N	09:36	09:36		00:00
05/06/09	07:30	07/06/09	20:06	N	12:47	12:47	FW	49:23
07/06/09	20:06	08/06/09	08:53	R	09:21	09:21		00:00
08/06/09	08:53	10/06/09	14:57	N	07:15	07:15		00:00
10/06/09	14:57	11/06/09	05:28	R	09:42	09:42		00:00
11/06/09	05:28	12/06/09	06:50	R	10:54	10:54		00:00
12/06/09	06:50	15/06/09	06:51	N	10:08	10:08	FW	58:09
15/06/09	06:51	16/06/09	06:21	R	09:08	09:08		00:00
16/06/09	06:21	17/06/09	07:19	R	10:15	10:15		00:00
17/06/09	07:19	18/06/09	07:44	N	11:09	11:09		00:00
18/06/09	07:44	19/06/09	06:55	R	10:07	10:07		00:00
19/06/09	06:55	22/06/09	07:53	S	14:27	10:46	FW	59:44
22/06/09	07:53	23/06/09	07:03	R	10:05	10:05		00:00
23/06/09	07:03	24/06/09	06:38	R	09:01	09:01		00:00
24/06/09	06:38	25/06/09	05:56	N	12:16	12:16		00:00
25/06/09	05:56	04/07/09	00:00	N	20:17	20:17	FW	206:21

Company Name: Continental Automotive UK

Period from : 01/06/09 to 17/06/09

Driver Tachograph Chart Summary

Site or Group: BASE

Driver Name: Smith, Peter

Driver Code :

Source	Day	Date	Vehicle	Shift		Duration	Odometer		Distance	⊙	Finish Location	Comments
				Start	Finish		Start	Finish				
	Mon	01/06/09	07WX7777	04:51	19:16	14:25				09:58		
	Tue	02/06/09	07WX7777	07:26	20:55	13:29				07:20	UK	
	Wed	03/06/09	07WX7777	06:36	18:50	12:14				09:29	UK	
	Thu	04/06/09	07WX7777	03:52	18:16	14:24				08:39	UK	
	Fri	05/06/09	07WX7777	07:30	18:43	11:13				08:41	UK	
	Sun	07/06/09	07WX7777	20:06	23:32	03:26				03:07	UK	
	Mon	08/06/09	07WX7777	08:53	02:21	17:28				07:48		
	Tue	09/06/09	07WX7777	07:12	20:02	12:50				08:39	Ireland	
	Wed	10/06/09	07WX7777	14:57	19:46	04:49				01:13	UK	
	Thu	11/06/09	07WX7777	05:28	18:34	13:06				09:56	UK	
	Fri	12/06/09	07WX7777	06:50	20:42	13:52				10:09	UK	
	Mon	15/06/09	07WX7777	06:51	17:31	10:40				05:51	UK	
	Mon	15/06/09	07WX7777	18:01	21:13	03:12				02:54	UK	
	Tue	16/06/09	07WX7777	06:21	20:06	13:45				09:23	UK	
	Wed	17/06/09	07WX7777	07:19	20:10	12:51				08:57	UK	

Company Name: Continental Automotive

Period from : 01/06/09 to 30/06/09

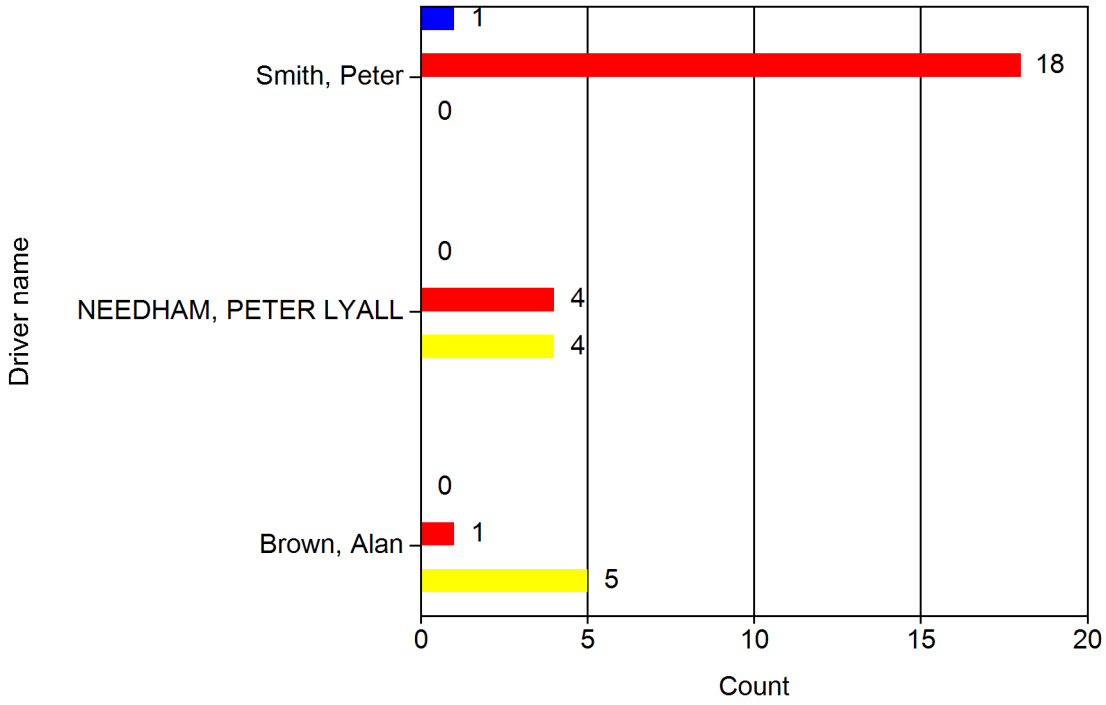
Drivers - Infringements and Faults Summary

Site or Group: BASE

Infringement Codes

	22 24 25 26	1 2 3 4 27	5	20 21 30 31	51 52 53 55 56 60	54	41 61	70 71 72	73	42 74	<---------- Driver Totals ---------->					<----- Fault Ratio ----->			<------ Infr. Ratio ------>		
Driver	Drv	Daily Rest	Comp	Cum Drv	Weekly Rest	Comp	Fort Drv	Wrk Brk	Tot Hrs	Weekly Duty	Inf	Faults	Charts	Drive Hours	km	Fault/ Chart	Hour / Fault	Km / Fault	Inf / Chart	Hour / Inf	Km / Inf
Crest,Peter	2	3		5							10		22	154:50					0.5	15:29	
Average	2.0	3.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.0	22.0	154:50	0	0.0	00:00	0	0.5	15:29	0
Totals	2	3	0	5	0	0	0	0	0	0	10	0	22	154:50	0						

Driver Fault and Infringement Graph



Legend: Infringements Vehicle Faults Driver Faults

Report Analysed Under : Regulation No. 561/2006

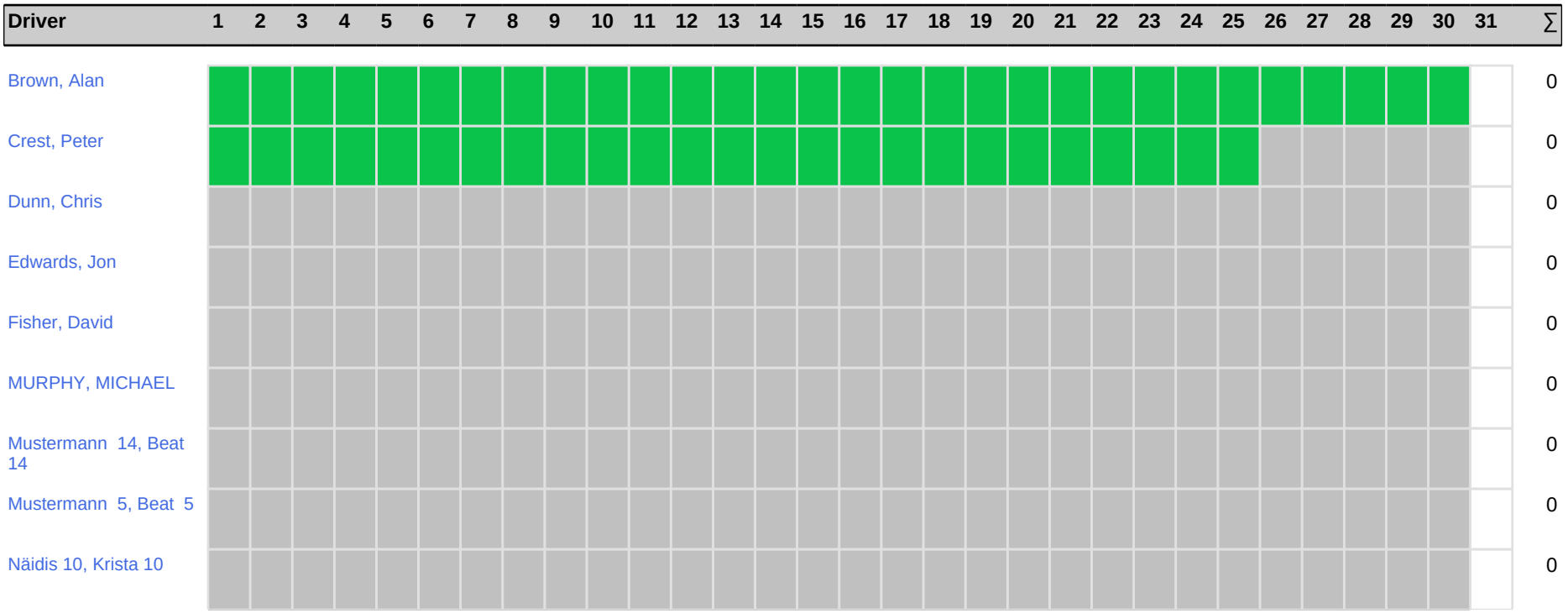
Company Name: Continental Automotive

Period from : 01/06/09 to 30/06/09

Driver Gap and Conflict Download

Site or Group: BASE

Month: June 09


Driver
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 ∑
Brown, Alan 0
Crest, Peter 0
Dunn, Chris 0
Edwards, Jon 0
Fisher, David 0
MURPHY, MICHAEL 0
Mustermann 14, Beat 14 0
Mustermann 5, Beat 5 0
Näidis 10, Krista 10 0

Legend:	X	Certificate verification/ Signature Verification/ Unexpected Error		Archive data exists		No File Downloading

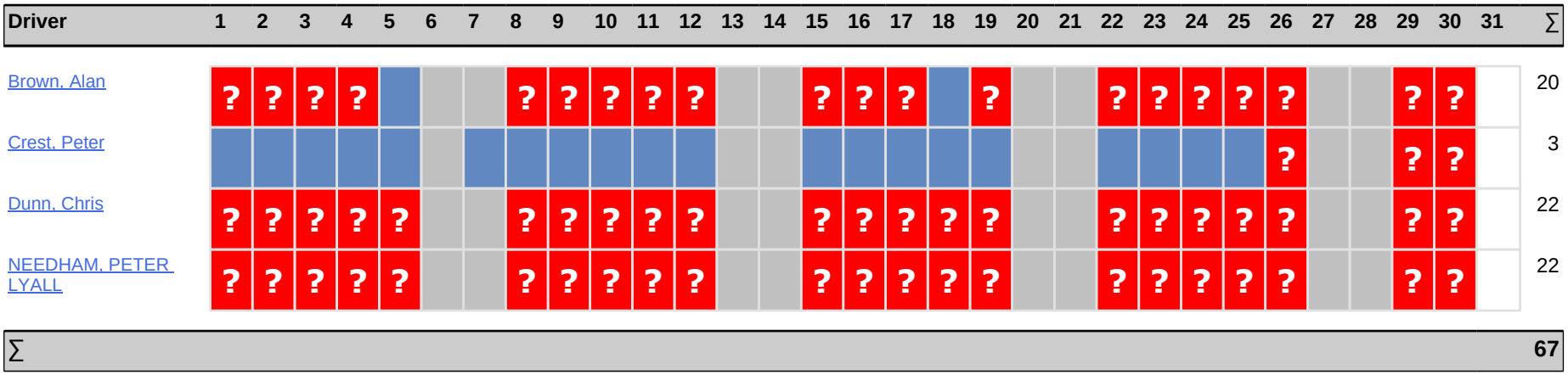
Company Name: Continental Automotive

Period from : 01/06/09 to 30/06/09

Driver Missing and Conflict Chart

Site or Group: BASE

Month:June 09



Driver	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	∑
Brown, Alan	?	?	?	?				?	?	?	?	?			?	?	?		?			?	?	?	?	?			?	?		20
Crest, Peter																										?			?	?		3
Dunn, Chris	?	?	?	?	?			?	?	?	?	?			?	?	?	?	?			?	?	?	?	?			?	?		22
NEEDHAM, PETER LYALL	?	?	?	?	?			?	?	?	?	?			?	?	?	?	?			?	?	?	?	?			?	?		22
∑																																**67**

Legend:	X	Chart Overlap Conflict	?	No Chart or Event		Chart exists		Non working day

Company Name: Continental Automotive UK

Period from : 01/05/09 to 31/08/09

Driver Card Retrieval Protocol

Site or Group: BASE

Retrieval Date: 06/05/10 10:23

By User: Peter Needham

Authorised By Company Card Number: Not Applicable

Target Selection: C:\VKISCInt\Downloads

Driver Name: Brown, Alan

Driver Code :

Card Number	Download Date (UTC)	First Activity	Last Activity	File Name	File Size in KBytes
DB05111122031500	Thu, 05/11/09 09:51	Wed, 17/10/07 17:25	Thu, 05/11/09 09:50	C_20091105_0951_P_SMITH DRIVER_DB051111220315.DDD	26.01
5000000000212000	Tue, 01/12/09 15:23	Thu, 07/08/08 01:02	Tue, 01/12/09 15:23	C_20091201_1523_B_Mustermann 14_50000000002120.DDD	21.17
5000000000212000	Tue, 01/12/09 15:23	Thu, 07/08/08 01:02	Tue, 01/12/09 15:23	C_20091201_1523_B_Mustermann 14_50000000002120_1.DDD	21.17
5000000000203000	Thu, 14/01/10 09:11	Mon, 30/06/08 01:00	Thu, 14/01/10 09:14	C_20100114_0911_B_Mustermann 5_50000000002030.DDD	20.88
Number of Files: 4					**Total KBytes: 89.23**

Working Time Directive - Driver Analysis

Site or Group: BASE Report From: 09/03/09 to 05/07/09

Driver Name: Brown, Alan Driver Code:

Week No	From	To	Days wk	Hol	Oth	Drive	Work	Adj	Duty	hours Cumm	Avg. To Date	Comment
1	Mon, 09/03/09	Sun, 15/03/09										
2	Mon, 16/03/09	Sun, 22/03/09										
3	Mon, 23/03/09	Sun, 29/03/09										
4	Mon, 30/03/09	Sun, 05/04/09	2									
5	Mon, 06/04/09	Sun, 12/04/09										
6	Mon, 13/04/09	Sun, 19/04/09	1									
7	Mon, 20/04/09	Sun, 26/04/09										
8	Mon, 27/04/09	Sun, 03/05/09										
9	Mon, 04/05/09	Sun, 10/05/09										
10	Mon, 11/05/09	Sun, 17/05/09										
11	Mon, 18/05/09	Sun, 24/05/09	1				03:04		03:04	03:04	03:04	
12	Mon, 25/05/09	Sun, 31/05/09	2							03:04	01:32	
13	Mon, 01/06/09	Sun, 07/06/09	1							03:04	01:01	
14	Mon, 08/06/09	Sun, 14/06/09								03:04	00:46	
15	Mon, 15/06/09	Sun, 21/06/09	1							03:04	00:36	
16	Mon, 22/06/09	Sun, 28/06/09								03:04	00:30	
17	Mon, 29/06/09	Sun, 05/07/09	2							03:04	00:26	
Totals			10	0	0	00:00	03:04	00:00	03:04			**Holiday Allocation: 7**
Period Average			1.4	0	0						00:26	

Company Name: Continental Automotive

Period from : 01/06/09 to 30/06/09

Working Time Directive - Driver Summary

Site or Group: BASE

Report From: 09/03/09 to 05/07/09

		Days			Max					Week		
Driver	**Code**	**Wrk**	**Hol**	**Oth**	**Drive**	**Wrk**	**Avl**	**Adj**	**Total**	**Avg**	**Max**	**Exc**
Brown, Alan		10				03:04	26:59		03:04	00:13	03:04	
Crest, Peter		84			643:36	137:31	00:56		781:07	48:49	59:01	
Mustermann 14, Beat 14					01:57	09:22	00:30		11:19	00:56	05:20	
Mustermann 5, Beat 5					00:04	37:11	00:53		37:15	05:19	31:16	
NEEDHAM, PETER LYALL		16			44:57	56:54	150:41		101:51	20:22	36:41	
Totals		110	0	0	690:34	244:02	179:59	00:00	934:36			0
Average Per Driver		22	0	0	138:06	48:48	35:59	00:00	186:55	15:08		

Company Name: Continental Automotive

Period from : 01/06/09 to 30/06/09

Working Time Directive - All Driver Analysis

Site or Group: BASE

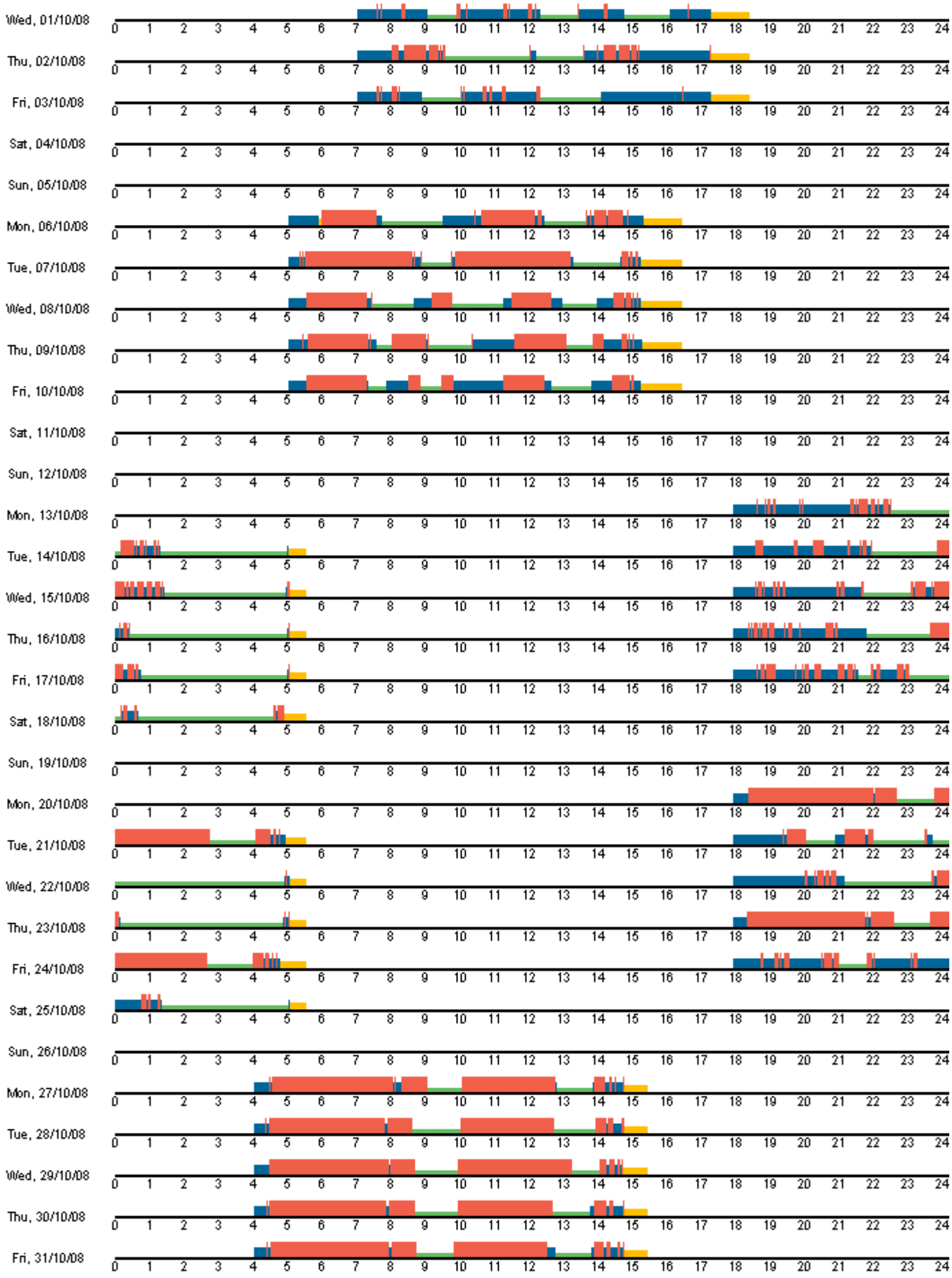
Report From: 09/03/09 to 05/07/09

Driver	Code	Hours worked per week																	Average
		09/03	16/03	23/03	30/03	06/04	13/04	20/04	27/04	04/05	11/05	18/05	25/05	01/06	08/06	15/06	22/06	29/06	
Brown, Alan												03:04							00:13
Crest, Peter		44:47	48:35	59:01	55:04	42:34	36:30	53:23	56:01	47:44	56:51	52:45	44:12	56:14	44:01	49:32	33:53		48:49
Mustermann 14, Beat 14							00:39							03:49		01:31		05:20	00:56
Mustermann 5, Beat 5							05:59						31:16						05:19
NEEDHAM, PETER LYALL						33:40	36:41		06:38	24:52									20:22
Period Average		**08:57**	**09:43**	**11:48**	**11:00**	**15:14**	**15:57**	**10:40**	**12:31**	**14:31**	**11:22**	**11:09**	**15:05**	**12:00**	**08:48**	**10:12**	**06:46**	**01:04**	

Linear Activity Graph

Site or Group: BASE

Driver Name: Brown, John Driver Code:



Driver Activity Special Period Protocol

Site or Group: BASE

Driver Name: Brown, John Driver Code:

Day	Date	Shift Start	Shift End	Total				
Wed	01/10/08	07:00	07:30	00:30		00:30		
Wed	01/10/08	07:30	17:21	09:51	00:56	05:39		03:16
Wed	01/10/08	17:21	18:30	01:09			01:09	
Thu	02/10/08	07:00	07:59	00:59		00:59		
Thu	02/10/08	07:59	17:21	09:22	02:23	03:10		03:49
Thu	02/10/08	17:21	18:30	01:09			01:09	
Fri	03/10/08	07:00	07:33	00:33		00:33		
Fri	03/10/08	07:33	17:21	09:48	00:52	06:03		02:53
Fri	03/10/08	17:21	18:30	01:09			01:09	
∑	**3 Day(s)**			**34:30**	**04:11**	**16:54**	**03:27**	**09:58**
Daily Average				**11:30**	**01:23**	**05:38**	**01:09**	**03:19**
Mon	06/10/08	05:00	05:53	00:53		00:53		
Mon	06/10/08	05:53	15:22	09:29	04:17	02:09	00:04	02:59
Mon	06/10/08	15:22	16:30	01:08			01:08	
Tue	07/10/08	05:00	05:16	00:16		00:16		
Tue	07/10/08	05:16	15:19	10:03	07:07	00:43		02:13
Tue	07/10/08	15:19	16:30	01:11			01:11	
Wed	08/10/08	05:00	05:20	00:20		00:20		
Wed	08/10/08	05:20	15:19	09:59	04:12	02:03		03:44
Wed	08/10/08	15:19	16:30	01:11			01:11	
Thu	09/10/08	05:00	05:21	00:21		00:21		
Thu	09/10/08	05:21	15:21	10:00	05:08	02:26		02:26
Thu	09/10/08	15:21	16:30	01:09			01:09	
Fri	10/10/08	05:00	05:21	00:21		00:21		
Fri	10/10/08	05:21	15:19	09:58	04:19	03:21		02:18
Fri	10/10/08	15:19	16:30	01:11			01:11	
∑	**5 Day(s)**			**57:30**	**25:03**	**12:53**	**05:54**	**13:40**
Daily Average				**11:30**	**05:00**	**02:34**	**01:10**	**02:44**

ATTESTATION OF ACTIVITIES (1)

(REGULATION (EC) NO 561/2006 OR THE AETR(2))

To be filled in by typing and signed before a journey

To be kept with the original control device records wherever they are required to be kept

False attestations constitute an infringement

Part to be filled in by the undertaking

1. Name of the undertaking: Andy Thorley Tis-Web 3.3 Test Co
2. Street address, postal code, city, country: Continental Automotive UK Ltd,36,Gravelly Industrial Park, B248TA, Birmingham, UK
3. Telephone number (including international prefix): 0121 326 1253
4. Fax number (including international prefix): 0121 326 1299
5. E-mail address: andrew.thorley@continental-corporation.com

I, the undersigned:

6. Name and first name: Andrew Thorley
7. Position in the undertaking:

declare that the driver:

8. Name and first name: Brown, John
9. Date of birth (day/month/year): 22/03/62
10. Driving licence or identity card or passport number:
11. who has started to work at the undertaking on (day/month/year): 09/06/08

for the period:

12. from (hour/day/month/year): 00:00/04/10/08
13. to (hour/day/month/year): 23:59/05/10/08
14. ☐ was on sick leave(*)
15. ☐ was on annual leave(*)
16. ☐ was on leave or rest (*)
17. ☐ drove a vehicle exempted from the scope of Regulation (EC) No 561/2006 or the AETR(*)
18. ☐ performed other work than driving (*)
19. ☐ was available (*)

20. Place: Birmingham Date: 19/08/10

Signature:

21. I, the driver, confirm that I have not been driving the vehicle falling under the scope of Regulation (EC) No. 561/2006 or AETR during the period mentioned above.

22. Place: Birmingham Date: 19/08/10

Signature of the driver

---

(1)This form is available in an electronic and printable versions at the following address: http://ec.europa.eu

(2)European Agreement concerning the Work of Crews of Vehicles engaged in International Road Transport.

(*) Choose only one box.

Appendix 2

Vehicle Reports

Company Name: Continental Automotive UK

Period from : 01/04/09 to 31/08/09

Daily Vehicle Activity Protocol

Site or Group: BASE

Date: Mon, 06/04/09

Registration No : 07WX7777

Vehicle Code:

For DTCO:

Driver Name: Smith, Peter

Driver Code :

Card Number: DB08016162183100

Start Location:

Odometer Start:

End Location:

Odometer End:

Card Insertion Time:

Card Withdrawal Time:

Start Time	Activity	⊙	⚒⧄🛏	Dist. KM	Fuel Cons.	Avg. Speed	Slot	Drv. Status	Card Status
07:17	⚒		00:03				1		Inserted
07:20	⊙	00:29					1		Inserted
07:49	⚒		00:10				1		Inserted
07:59	⊙	01:08					1		Inserted
09:07	🛏		01:08				1		Inserted
10:15	⊙	02:30					1		Inserted
12:45	⚒		00:03				1		Inserted
12:48	⊙	00:08					1		Inserted
12:56	⚒		00:15				1		Inserted
13:11	⊙	00:02					1		Inserted
13:13	🛏		02:16				1		Inserted
15:29	⚒		00:59				1		Inserted
16:28	⊙	01:31					1		Inserted
17:59	⚒		00:05				1		Inserted
18:04	⊙	01:10					1		Inserted
19:14	⇥								
∑		09:19	05:36						
Shift Total		**09:19**	**05:36**						
Average Per Shift		**62.46%**	**37.54%**						
Average Per Day		**38.82%**	**23.33%**						

Site or Group: BASE

Date: Tue, 07/04/09

Registration No : 07WX7777

Vehicle Code:

Vehicle Unit Archive Summary

Site or Group: BASE

Registration No: AA06TBA Vehicle Code: Serial Number: 84280993

Download Date (UTC)	First Activity	Last Activity	Last Event	Last Fault	Last Control	Speed Starts	Speed Ends	File Name	File Size in KBytes
Thu, 29/10/09 08:21	Mon, 20/10/08 01:00	Thu, 29/10/09 00:00	Mon, 26/10/09	Thu, 15/10/09		Tue, 20/10/09	Mon, 26/10/09	M_20091029_0821_AA06TBA TKO_XLABC45BF0L311113.DDD	218.27
Number of Files: 1									**Total KBytes: 218.27**

Registration No: AA56ABC Vehicle Code: Serial Number: 117835425

Download Date (UTC)	First Activity	Last Activity	Last Event	Last Fault	Last Control	Speed Starts	Speed Ends	File Name	File Size in KBytes
Wed, 27/01/10 12:11	Wed, 14/01/09 00:00	Wed, 27/01/10 00:00	Fri, 22/01/10	Wed, 27/01/10		Thu, 21/01/10	Sat, 23/01/10	M_20100127_1211_AA56ABC_WDB140444L151053.DDD	336.1
Number of Files: 1									**Total KBytes: 336.10**

Total Number of Files: 2 **Total number of Vehicles: 2** **Total KBytes: 554.38**

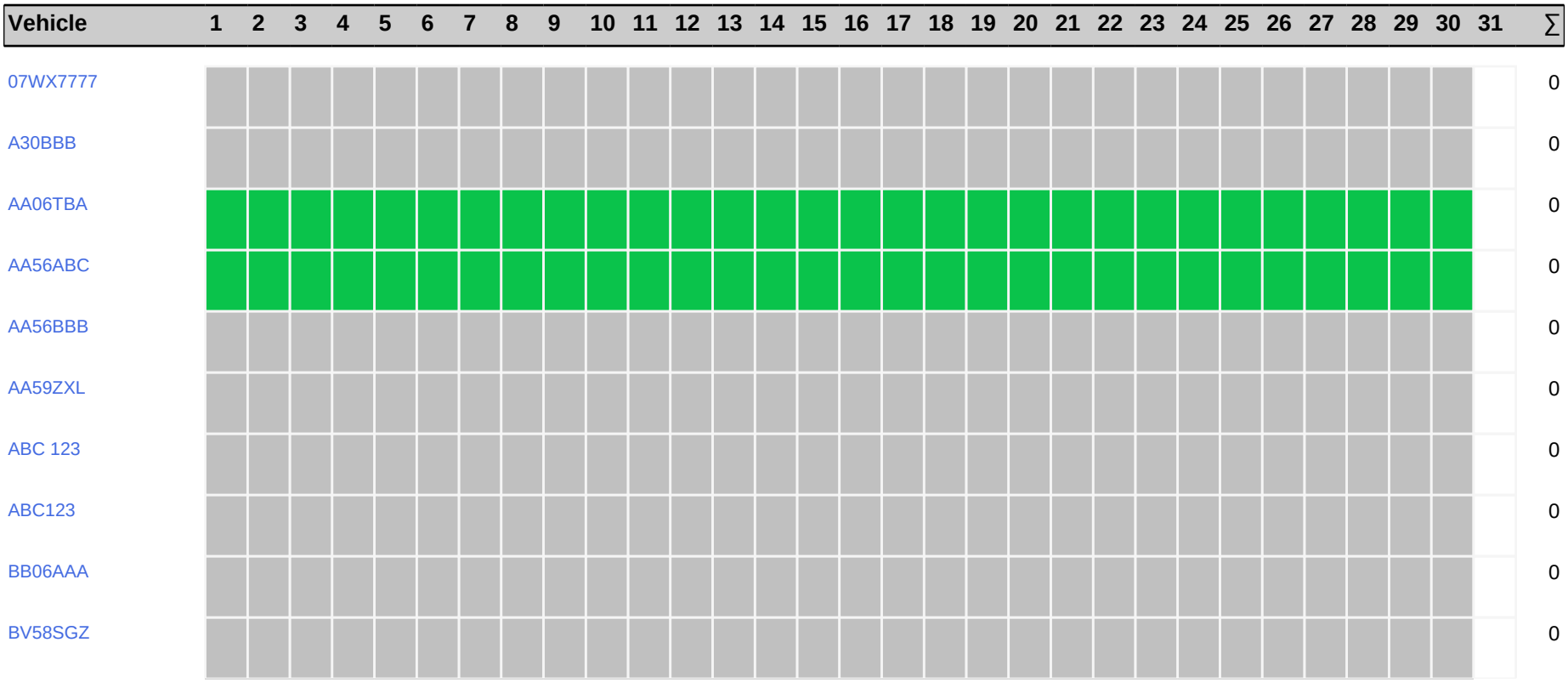
Company Name : Continental Automotive UK

Period from : 01/06/09 to 30/06/09

Vehicle Gap And Conflict Download

Site or Group: BASE

Month : June 09



Legend:	X	Certificate verification/ Signature Verification/ Unexpected Error		Archive data exists		No File Downloading

Analysed By : Peter Needham

05/05/10 16:19

Kilometre Discrepancies

Site or Group: BASE

Vehicle Registration No BV58SGZ

Vehicle Code :

Date	Start Time	Driver	Location		Odometer		Difference	Start Time	Finish Time
			Start	Finish	Start	Finish			
Mon, 05/10/09	11:09	Brown, Alan		UK	-	-	- -		15:23
Tue, 01/12/09	08:48	Brown, Alan		UK	786	-	786	08:48	-

Company Name: Continental Automotive UK

Period from :01/09/09 to 06/05/10

Vehicle Unit/ Special Data Retrieval Protocol

Site or Group: BASE

Retrieval Date: 06/05/10 09:10

By User: Peter Needham

Authorised By Company Card Number: Not Applicable

Target Selection: C:\VKISClnt\Downloads

Registration Number: BV58SGZ

Vehicle Code:

Serial Number	Download Date (UTC)	First Activity	Last Activity	Speed Data	Faults Events Data	Technical Data	File Name	File Size in KBytes
	Thu, 05/11/09 11:23						S_20091105_1123_BV58SGZ_WBD547 RRNN47WS253.DDD	19.64
17368737	Fri, 27/11/09 14:06	Fri, 27/11/09 00:00	Fri, 27/11/09 00:00	Y	Y	Y	M_20091127_1406_BV58SGZ_WBD547 RRNN47WS253.DDD	53.2
17368737	Fri, 27/11/09 15:34	Fri, 27/11/09 00:00	Fri, 27/11/09 00:00	Y	Y	Y	M_20091127_1534_BV58SGZ_WBD547 RRNN47WS253.DDD	53.2
17368737	Fri, 27/11/09 15:37	Fri, 27/11/09 00:00	Fri, 27/11/09 00:00	Y	Y	Y	M_20091127_1537_BV58SGZ_WBD547 RRNN47WS253.DDD	53.2
17368737	Tue, 01/12/09 15:26	Mon, 30/11/09 00:00	Tue, 01/12/09 00:00	Y	Y	Y	M_20091201_1526_BV58SGZ_WBD547 RRNN47WS253.DDD	76.22
17368737	Wed, 02/12/09 12:02	Tue, 01/12/09 00:00	Wed, 02/12/09 00:00	Y	Y	Y	M_20091202_1202_BV58SGZ_WBD547 RRNN47WS253.DDD	76.22
17368737	Wed, 13/01/10 16:33	Tue, 12/01/10 00:00	Wed, 13/01/10 00:00	Y	Y	Y	M_20100113_1633_BV58SGZ_WBD547 RRNN47WS253.DDD	96.21
17368737	Thu, 14/01/10 09:07	Wed, 13/01/10 00:00	Thu, 14/01/10 00:00	Y	Y	Y	M_20100114_0907_BV58SGZ_WBD547 RRNN47WS253.DDD	96.18
Total Number of Files: 8								**Total KBytes: 524.07**

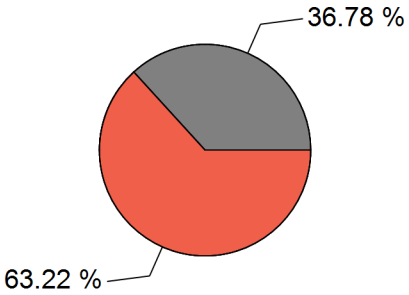
Vehicle Activity Protocol

Site or Group: BASE

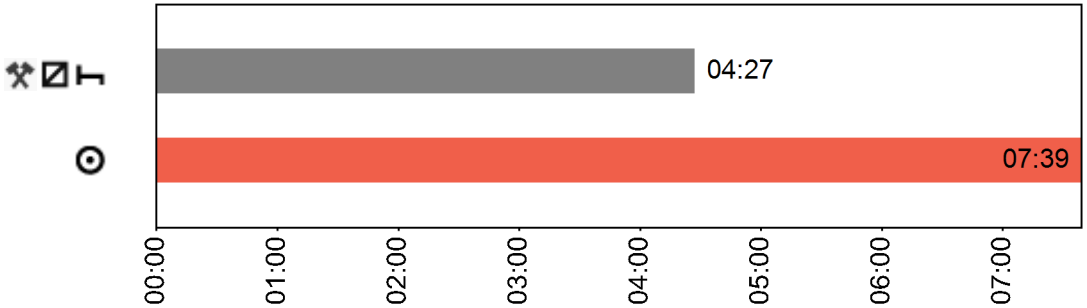
Registration No: 07WX7777 Vehicle Code:

Day	Date	Shift Start	Shift End	Shift Total	⊙	🛠	Driver	Dist.	Avg. Speed	Fuel Cons.	Average Cons.
Tue	23/06/09	07:03	21:37	14:34	09:31	05:03	Smith, Peter				
Wed	24/06/09	06:38	17:40	11:02	06:54	04:08	Smith, Peter				
Thu	25/06/09	05:56	09:25	03:29	03:02	00:27	Smith, Peter				
Thu	25/06/09	09:37	09:39	00:02	00:02	00:00	Smith, Peter				
∑	**4 Days**			**42:12**	**27:49**	**14:23**					
Total	**65 Days**			**786:42**	**497:22**	**289:20**		**444**	**0.89**		

Percentage Per Period:



Average Activity Per Day:

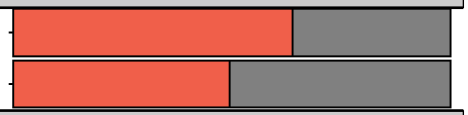


Vehicle Activity Summary

Site or Group: BASE

Period from : 01/05/09 to 31/05/09

Vehicle code	Vehicle Reg. No.	No. of Days	Total Shift	⊙	⚒⊘⊢	⚒⊘⊢ / ⊙	Avg. Speed	Fuel Cons.	Average Cons.
	07WX7777	23	276:52	176:41	100:11	56.7 %			
	BV58SGZ	6	61:50	30:34	31:16	102.29 %			
∑			**338:42**	**207:15**	**131:27**				
Vehicle Average(2)			**169:21**	**103:37**	**65:43**	**63.43 %**			



Legend: Driving Time Non Driving Time

Company Name: Continental Automotive UK

Period from : 01/04/09 to 31/08/09

Vehicle and Driver Activity Report

Site or Group: BASE

Vehicle Registration No: 07WX7777

Vehicle Code:

Date	Driver	Shift		Distance	⊙	Driving % per Shift	Finish Location	Comments
		Start	Total					
Thu, 02/04/09	Smith, Peter	05:06	15:13	444	10:29	69		
Fri, 03/04/09	Smith, Peter	06:04	15:49		08:26	53		
Sat, 04/04/09	Smith, Peter	08:17	00:14		00:14	100		
Mon, 06/04/09	Smith, Peter	04:19	14:55		09:19	62		
Tue, 07/04/09	Smith, Peter	07:59	14:11		07:37	54		
Wed, 08/04/09	Smith, Peter	07:16	11:31		03:42	32		
Thu, 09/04/09	Smith, Peter	13:06	09:59		07:43	77		
Fri, 10/04/09	Smith, Peter	08:06	10:23		06:16	60		
Tue, 14/04/09	Smith, Peter	06:05	13:10		06:26	49		
Wed, 15/04/09	Smith, Peter	04:45	15:26		10:28	68		
Thu, 16/04/09	Smith, Peter	07:12	12:18		06:09	50		
Fri, 17/04/09	Smith, Peter	04:39	13:40		07:16	53		
Mon, 20/04/09	Smith, Peter	06:43	14:25		08:08	56		
Tue, 21/04/09	Smith, Peter	06:12	07:42		05:52	76		
Tue, 21/04/09	Smith, Peter	16:16	02:33		02:26	95		
Wed, 22/04/09	Smith, Peter	07:01	14:17		09:43	68		

Daily Vehicle Activity Protocol

Site or Group: BASE

Date: Mon, 06/04/09

Registration No : 07WX7777

Vehicle Code:

For DTCO:

Driver Name: Smith, Peter

Driver Code :

Card Number: DB08016162183100

Start Location:

Odometer Start:

End Location:

Odometer End:

Card Insertion Time:

Card Withdrawal Time:

Start Time	Activity	⊙	⚒⊠⊢	Dist. KM	Fuel Cons.	Avg. Speed	Slot	Drv. Status	Card Status
07:17	⚒		00:03				1		Inserted
07:20	⊙	00:29					1		Inserted
07:49	⚒		00:10				1		Inserted
07:59	⊙	01:08					1		Inserted
09:07	⊢		01:08				1		Inserted
10:15	⊙	02:30					1		Inserted
12:45	⚒		00:03				1		Inserted
12:48	⊙	00:08					1		Inserted
12:56	⚒		00:15				1		Inserted
13:11	⊙	00:02					1		Inserted
13:13	⊢		02:16				1		Inserted
15:29	⚒		00:59				1		Inserted
16:28	⊙	01:31					1		Inserted
17:59	⚒		00:05				1		Inserted
18:04	⊙	01:10					1		Inserted
19:14	⇥								
∑		**09:19**	**05:36**						

Shift Total	**09:19**	**05:36**
Average Per Shift	**62.46%**	**37.54%**
Average Per Day	**38.82%**	**23.33%**

Site or Group: BASE

Date: Tue, 07/04/09

Registration No : 07WX7777

Vehicle Code:

Vehicle Overspeeding Protocol

Site or Group: BASE

Registration Number: YY57SSS

Vehicle Code:

Begin		End		Duration	Driver	Max. Speed	Avg. Speed	Distance	Recording Purpose	
Date	Time	Date	Time							
Thu, 12/11/09	13:47:35	Thu, 12/11/09	13:47:51	00:00:16	Unknown	127	117.00	1	4	The most serious event for one of the last 10 days of occurrence
Thu, 14/01/10	13:46:37	Thu, 14/01/10	13:47:30	00:00:53	Unknown	122	120.00	2	4	The most serious event for one of the last 10 days of occurrence
Thu, 11/02/10	14:56:27	Thu, 11/02/10	14:56:36	00:00:09	Unknown	180	178.00	0	4	The most serious event for one of the last 10 days of occurrence
Thu, 11/02/10	14:56:27	Thu, 11/02/10	14:56:36	00:00:09	Unknown	180	178.00	0	5	One of the 5 most serious events over the last 365 days
Thu, 18/03/10	13:19:35	Thu, 18/03/10	13:19:52	00:00:17	Unknown	131	118.00	1	4	The most serious event for one of the last 10 days of occurrence
∑	**(4)**			**00:01:35**				**4**		

Appendix 3

Commission Directive 2009/5/EC

DIRECTIVES

COMMISSION DIRECTIVE 2009/5/EC

of 30 January 2009

amending Annex III to Directive 2006/22/EC of the European Parliament and of the Council on minimum conditions for the implementation of Council Regulations (EEC) Nos 3820/85 and 3821/85 concerning social legislation relating to road transport activities

(Text with EEA relevance)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Community,

Having regard to Directive 2006/22/EC of the European Parliament and of the Council of 15 March 2006 on minimum conditions for the implementation of Council Regulations (EEC) Nos 3820/85 and 3821/85 concerning social legislation relating to road transport activities and repealing Council Directive 88/599/EEC [1], and in particular Article 9(3) thereof,

Whereas:

(1) Directive 2006/22/EC contains in its Annex III an initial list of infringements of Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonisation of certain social legislation relating to road transport and amending Council Regulations (EEC) No 3821/85 and (EC) No 2135/98 and repealing Council Regulation (EEC) No 3820/85 [2] as well as Council Regulation (EEC) No 3821/85 of 20 December 1985 on recording equipment in road transport [3].

(2) Article 9(3) of Directive 2006/22/EC provides for the possibility to adapt that Annex with a view to establishing guidelines on a common range of infringements, divided into categories. The most serious infringements are to include those which create a serious risk of death or serious personal injury.

(3) Providing further guidance on the categorisation of infringements is an important step towards ensuring legal certainty for undertakings and fairer competition between undertakings.

(4) A harmonised categorisation of infringements is also desirable in order to provide a common basis for the risk rating systems which Member States have to introduce according to Article 9(1) of Directive 2006/22/EC. Based on these harmonised categories, the inclusion of infringements committed by a driver or an undertaking in other Member States than the Member State of establishment would be facilitated.

(5) As a general rule, the categorisation of infringements should depend on their gravity and the possible consequences for road safety, as well as on the ability to control the driver's and the undertaking's compliance with the legislation.

(6) The measures provided for in this Directive are in accordance with the opinion of the Committee set up by Article 18(1) of Regulation (EEC) No 3821/85,

HAS ADOPTED THIS DIRECTIVE:

Article 1

Annex III to Directive 2006/22/EC is replaced by the text in the Annex to this Directive.

Article 2

1. Member States shall bring into force the laws, regulations and administrative provisions necessary to comply with this Directive by 31 December 2009 at the latest. They shall forthwith communicate to the Commission the text of those provisions and a correlation table between those provisions and this Directive.

When Member States adopt those provisions, they shall contain a reference to this Directive or be accompanied by such a reference on the occasion of their official publication. Member States shall determine how such reference is to be made.

[1] OJ L 102, 11.4.2006, p. 35.
[2] OJ L 102, 11.4.2006, p. 1.
[3] OJ L 370, 31.12.1985, p. 8.

DIRECTIVES

COMMISSION DIRECTIVE 2009/5/EC

of 30 January 2009

amending Annex III to Directive 2006/22/EC of the European Parliament and of the Council on minimum conditions for the implementation of Council Regulations (EEC) Nos 3820/85 and 3821/85 concerning social legislation relating to road transport activities

(Text with EEA relevance)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Community,

Having regard to Directive 2006/22/EC of the European Parliament and of the Council of 15 March 2006 on minimum conditions for the implementation of Council Regulations (EEC) Nos 3820/85 and 3821/85 concerning social legislation relating to road transport activities and repealing Council Directive 88/599/EEC [1], and in particular Article 9(3) thereof,

Whereas:

(1) Directive 2006/22/EC contains in its Annex III an initial list of infringements of Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonisation of certain social legislation relating to road transport and amending Council Regulations (EEC) No 3821/85 and (EC) No 2135/98 and repealing Council Regulation (EEC) No 3820/85 [2] as well as Council Regulation (EEC) No 3821/85 of 20 December 1985 on recording equipment in road transport [3].

(2) Article 9(3) of Directive 2006/22/EC provides for the possibility to adapt that Annex with a view to establishing guidelines on a common range of infringements, divided into categories. The most serious infringements are to include those which create a serious risk of death or serious personal injury.

(3) Providing further guidance on the categorisation of infringements is an important step towards ensuring legal certainty for undertakings and fairer competition between undertakings.

(4) A harmonised categorisation of infringements is also desirable in order to provide a common basis for the risk rating systems which Member States have to introduce according to Article 9(1) of Directive 2006/22/EC. Based on these harmonised categories, the inclusion of infringements committed by a driver or an undertaking in other Member States than the Member State of establishment would be facilitated.

(5) As a general rule, the categorisation of infringements should depend on their gravity and the possible consequences for road safety, as well as on the ability to control the driver's and the undertaking's compliance with the legislation.

(6) The measures provided for in this Directive are in accordance with the opinion of the Committee set up by Article 18(1) of Regulation (EEC) No 3821/85,

HAS ADOPTED THIS DIRECTIVE:

Article 1

Annex III to Directive 2006/22/EC is replaced by the text in the Annex to this Directive.

Article 2

1. Member States shall bring into force the laws, regulations and administrative provisions necessary to comply with this Directive by 31 December 2009 at the latest. They shall forthwith communicate to the Commission the text of those provisions and a correlation table between those provisions and this Directive.

When Member States adopt those provisions, they shall contain a reference to this Directive or be accompanied by such a reference on the occasion of their official publication. Member States shall determine how such reference is to be made.

[1] OJ L 102, 11.4.2006, p. 35.
[2] OJ L 102, 11.4.2006, p. 1.
[3] OJ L 370, 31.12.1985, p. 8.

2. Member States shall communicate to the Commission the text of the main provisions of national law which they adopt in the field covered by this Directive.

Article 3

This Directive shall enter into force on the 20th day following its publication in the *Official Journal of the European Union*.

Article 4

This Directive is addressed to the Member States.

Done at Brussels, 30 January 2009.

For the Commission
Antonio TAJANI
Vice-President

ANNEX

'ANNEX III

Infringements

In accordance with Article 9(3), the following table contains guidelines on a common range of infringements against Regulation (EC) No 561/2006 and Regulation (EEC) No 3821/85, divided into categories according to their gravity.

1. **Groups of infringements against Regulation (EC) No 561/2006**

No	Legal basis	Type of infringement		Level of seriousness (*)		
				VSI	SI	MI
A	**Crew**					
A1	Art. 5.1	Not respecting minimum ages for drivers			X	
B	**Driving periods**					
B1	Art. 6.1	Exceed daily driving time of 9 h if possibilities to extend to 10 h not allowed	9 h<...<10 h			X
B2			10 h<...<11 h		X	
B3			11 h<...	X		
B4		Exceed extended daily driving time of 10 h if extension allowed	10 h<...<11 h			X
B5			11 h<...<12 h		X	
B6			12 h<...	X		
B7	Art. 6.2	Exceed weekly driving time	56 h<...<60 h			X
B8			60 h<...<70 h		X	
B9			70 h<...	X		
B10	Art. 6.3	Exceed accumulated driving time during 2 consecutive weeks	90 h<...<100 h			X
B11			100 h<...<112 h 30		X	
B12			112 h 30<...	X		
C	**Breaks**					
C1	Art. 7	Exceed uninterrupted driving time	4 h 30<...<5 h			X
C2			5 h<...<6 h		X	
C3			6 h<...	X		
D	**Rest periods**					
D1	Art. 8.2	Insufficient daily rest period of less than 11 h if reduced daily rest period not allowed	10 h<...<11 h			X
D2			8 h 30<...<10 h		X	
D3			...<8 h 30	X		
D4		Insufficient reduced daily rest period of less than 9 h if reduce allowed	8 h<...<9 h			X
D5			7 h<...<8 h		X	
D6			...<7 h	X		
D7		Insufficient split daily rest period of less than 3 h+9 h	3 h+(8 h<...<9 h)			X
D8			3 h+(7 h<...<8 h)		X	
D9			3 h+(...<7 h)	X		

No	Legal basis	Type of infringement		Level of seriousness (*)		
				VSI	SI	MI
D10	Art. 8.5	Insufficient daily rest period of less than 9 h for multi-manning	8 h<…<9 h			X
D11			7 h<…<8 h		X	
D12			…<7 h	X		
D13	Art. 8.6	Insufficient reduced weekly resting period of less than 24 h	22 h<…<24 h			X
D14			20 h<…<22 h		X	
D15			…<20 h	X		
D16		Insufficient weekly resting period of less than 45 h if reduced weekly resting period not allowed	42 h<…<45 h			X
D17			36 h<…<42 h		X	
D18			…<36 h	X		
E	**Types of payment**					
E1	Art. 10.1	Link between wage and distance travelled or amount of goods carried		X		

(*) VSI = Very Serious Infringement/SI = Serious Infringement/MI = Minor Infringement.

2. **Groups of infringements against Regulation (EEC) No 3821/85**

No	Legal basis	Type of infringements	Level of seriousness (*)		
			VSI	SI	MI
F	**Installation of recording equipment**				
F1	Art. 3.1	No type approved recording equipment installed and used	X		
G	**Use of recording equipment, driver card or record sheet**				
G1	Art. 13	Recording equipment not correctly functioning (for example: recording equipment not properly inspected, calibrated and sealed)	X		
G2		Recording equipment improperly used (not using a valid driver card, voluntary abuse, …)	X		
G3	Art. 14.1	Not carrying a sufficient number of record sheets		X	
G4		Model of record sheet not approved		X	
G5		Not carrying enough paper for printouts			X
G6	Art. 14.2	Undertaking not keeping record sheets, printouts and downloaded data	X		
G7	Art. 14.4	Driver holding more than one valid driver card	X		
G8	Art. 14.4	Use of driver card which is not the driver's own valid card	X		
G9	Art. 14.4	Use of defective or expired driver card	X		
G10	Art. 14.5	Recorded and stored data not available for at least 365 days	X		

No	Legal basis	Type of infringements	Level of seriousness (*)		
			VSI	SI	MI
G11	Art. 15.1	Use dirty or damaged sheets or driver cards and data legible			X
G12		Use dirty or damaged sheets or driver cards and data not legible	X		
G13		Failure to apply for replacement of damaged, malfunctioning, lost or stolen driver card within 7 calendar days		X	
G14	Art. 15.2	Incorrect use of record sheets/driver cards	X		
G15		Unauthorised withdrawal of sheets or driver card which has an impact on the record of relevant data	X		
G16		Unauthorised withdrawal of sheets or driver card without any impact on data recorded			X
G17		Record sheet or driver card used to cover a period longer than that for which it is intended but no data is lost			X
G18		Record sheet or driver card used to cover a period longer than that for which it is intended and data is lost	X		
G19		Not using manual input when required to do so	X		
G20		Not using correct sheet or driver card not in the correct slot (multi-manning)	X		
G21	Art. 15.3	Time recorded on the sheet does not agree with official time of country of registration of the vehicle		X	
G22		Incorrect use of switch mechanism	X		
H	**Fill in information**				
H1	Art. 15.5	Surname missing on record sheet	X		
H2		First name missing on record sheet	X		
H3		Date of begin or end of use of the sheet missing		X	
H4		Place of begin or end of use of the sheet missing			X
H5		Registration number missing on record sheet			X
H6		Odometer reading (start) missing on record sheet		X	
H7		Odometer reading (end) missing on record sheet			X
H8		Time of change of vehicle missing on record sheet			X
H9	Art. 15.5a	Symbol of country not entered in recording equipment			X
I	**Producing information**				
I1	Art. 15.7	Refuse to be checked	X		

No	Legal basis	Type of infringements	Level of seriousness (*)		
			VSI	SI	MI
I2	Art. 15.7	Unable to produce records of current day	X		
I3		Unable to produce records of previous 28 days	X		
I4		Unable to produce records of the driver card if the driver holds one	X		
I5		Unable to produce manual records and printouts made during the current week and the previous 28 days	X		
I6		Unable to produce driver card	X		
I7		Unable to produce print outs made during the current week and the previous 28 days	X		
J	**Fraud**				
J1	Art. 15.8	Falsify, suppress, destroy data recorded on record sheets, stored in the recording equipment or on the driver card or print-outs from the recording equipment	X		
J2		Manipulation of recording equipment, record sheet or driver card which may result in data and/or printouts information being falsified	X		
J3		Manipulation device that could be used to falsify data and/or printouts information present on vehicle (switch/wire …)	X		
K	**Breakdown**				
K1	Art. 16.1	Not repaired by an approved fitter or workshop	X		
K2		Not repaired en route		X	
L	**Manual input on printouts**				
L1	Art. 16.2	Driver not marking all information for the periods of time which are no longer recorded while recording equipment is unserviceable or malfunctioning	X		
L2		Driver card number and/or name and/or driving licence number missing on temporary sheet	X		
L3		Signature missing on temporary sheet		X	
L4	Art. 16.3	Lost or theft of driver card not formally declared to the competent authorities of the Member State where the theft occurred	X		

(*) VSI = Very Serious Infringement/SI = Serious Infringement/MI = Minor Infringement.'